
ANNUAL REPORT

PROFESSIONAL STANDARDS COMMISSION

2010-2011

TOM LUNA
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

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PROFESSIONAL STANDARDS COMMISSION

ANNUAL REPORT

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ANNUAL REPORT

July 1, 2010 – June 30, 2011

The Professional Standards Commission was established by the legislature as provided in Sections 33-1251 through 33-1258, Idaho Code. It is an 18-member body comprised of 7 teachers, 4 school administrators, 3 public higher education personnel, plus 1 representative each of private higher education institutions, the State Department of Education, the Division of Professional-Technical Education, and the State School Boards Association.

Under Idaho Code, the Professional Standards Commission is charged with the three basic categories of responsibility listed below. 1) The Commission adopts professional codes and standards of ethics, conduct, and professional practices applicable to certificated employees; 2) it inquires into and, if warranted, provides hearings on charges of improper conduct; and 3) it makes recommendations concerning teacher education, teacher certification, and standards. Items 1) and 3) are subject to final approval by the State Board of Education.

During the 2010-2011 school year, the following persons served as members of the Professional Standards Commission:

- | | | |
|-----|-------------------------|---------------------------------------|
| 1. | Dr. Kathy Aiken | University of Idaho |
| 2. | Cathy Bierne | Coeur d'Alene SD #271 |
| 3. | Beth Davis | Post Falls SD #273 |
| 4. | Becky Ford | Post Falls SD #273 |
| 5. | Dr. Deb Hedeem | Idaho State University |
| 6. | Esther Henry | Jefferson County Joint SD #251 |
| 7. | Kelly Leighton | Coeur d'Alene SD #271 |
| 8. | Dr. Cori Mantle-Bromley | University of Idaho |
| 9. | Dr. Becky Meyer | Lake Pend Oreille SD #84 |
| 10. | Mikki Nuckols | Bonneville Joint SD #93 |
| 11. | Glenn Orthel | Division of Professional-Technical Ed |
| 12. | Daylene Petersen | Nampa SD #131 |
| 13. | Karen Pyron | Butte County Joint SD #111 |
| 14. | Anne Ritter | Meridian Joint SD #2 |
| 15. | Christi Rood | University of Phoenix – Idaho Campus |
| 16. | Shelly Rose, Vice Chair | Mountain Home SD #193 |
| 17. | Dan Sakota, Chair | Madison SD #321 |
| 18. | Nick Smith | State Department of Education |

Christina Linder served as Administrator for the Commission from July 1, 2010, to June 30, 2011.

1. INTERNAL OPERATION OF THE COMMISSION

The Professional Standards Commission met six times during the 2010-2011 school year in August, September, December, February, April and June. Five standing committees and one subcommittee functioned throughout the year.

<u>STANDING COMMITTEES</u>	<u>FUNCTION</u>
LEADERSHIP TEAM (Consists of Chair, Vice Chair, and four chairpersons from other standing committees/subcommittees.)	Troubleshoots. Tracks Commission tasks. Manages the Commission strategic plan.
AUTHORIZATIONS	Reviews district requests for approval of Teacher to New Certification authorizations.
STANDARDS	Reviews Certification standards. Recommends changes to Commission.
EXECUTIVE	Makes recommendations to the Commission regarding disciplinary actions and policy revision.
PROFESSIONAL DEVELOPMENT	Reviews professional development issues.

<u>SUBCOMMITTEE</u>	<u>FUNCTION</u>
BUDGET	Monitors/makes recommended revisions to annual budget. Develops yearly budget with recommendations for Commission approval.

2. PROFESSIONAL PRACTICES ACTIVITIES

Under Section 33-1208, Idaho Code, the Professional Standards Commission has the ultimate responsibility for suspending or revoking certificates for educator misconduct. The Professional Standards Commission, under 33-1209, Idaho Code, is charged with the responsibility of securing compliance with standards of ethical conduct. The chief certification officer of the State Department of Education/administrator of the Professional Standards Commission advises the Commission Executive Committee of the circumstances of a case, suggesting a possible need for action to be taken against a certificate. If a due process hearing is requested, the State Superintendent of Public Instruction grants approval for a hearing to be held.

Since the publication date of the last annual report, the Professional Standards Commission received and considered the cases listed below. The administrator also provided technical assistance to districts in which educator misconduct or related problems were an issue, with a consistent recommendation that districts use legal counsel to help determine a course of action. The following cases were disposed of as indicated:

<u>CASE</u>	<u>CAUSE</u>	<u>DISPOSITION</u>
20727	Violation of Code	Issue a Certificate
20919	Violation of Code	Letter of Reprimand
20920	Violation of Code	Suspension with Stipulations
20925	Violation of Code	Revocation
21003	Violation of Code Violation of State Law; Conviction	Permanent Revocation
21005	Violation of Code Violation of State Law; Conviction	Permanent Revocation
21006	Violation of Code	Second Referral to PSC; Handle at Local Level; Send Letter Emphasizing Professionalism
21007	Violation of Code	Letter of Reprimand with Conditions
21010	Violation of Code	Suspension with Stipulation
21011	Violation of Code	No Sufficient Grounds
21013	Violation of Code	Letter of Redirection
21014	Violation of Code	Revocation
21015	Violation of Code	Letter of Reprimand with Conditions
21017	Violation of Code	Revocation
21018	Violation of Code	Revocation
21019 and 21020	Violation of Code	Letter of Reprimand
21022	Violation of Code Violation of State Law; Conviction	Revocation
21023	Violation of Code	Letter of Reprimand
21024	Violation of Code	Case Closed; School District Personnel Matter

21025	Violation of Code Violation of State Law; Conviction	Revocation
21026	Violation of Code Violation of State Law; Conviction	Revocation
21027	Violation of Code	Suspend with Stipulations; Five-Year Probation
Teacher C	Violation of Code	No Sufficient Grounds
21029	Violation of Code	Suspend with Stipulations; Recertify After One Year
21030	Violation of Code	Revocation
21031	Violation of Code	Letter of Reprimand
21101	Violation of Code	Letter of Conditions
21103	Violation of Code	Revocation
21104	Violation of Code	Suspend with Conditions
21105	Violation of Code	Suspend with Conditions
Teacher A	Violation of Code	Reinstatement of One-Year Certificate with Conditions; Letter of Concern with Conditions
Teacher B	Violation of Code	Letter from PSC Administrator and Deputy Attorney General
21108	Violation of Code	Indefinite Suspension
21111	Violation of Code	Revoke Administrator Certificate

3. REQUESTS FOR PROVISIONAL AUTHORIZATIONS

There were 66 Provisional Authorizations with 73 total endorsements/assignments issued during the 2010-2011 school year. Those Provisional Authorizations by subject area during that same time period are as follows:

Agricultural Science & Technology – 2
 American Government/Political Science, Economics - 1
 Art – 2
 Business Technology Education – 2
 Drama – 1
 EC/ECSE-Blended (Birth – Grade 3) – 2

Economics – 2
English – 2
English as a New Language (ENL K/12) – 3
Family Consumer Science – 1
Health – 1
History - 1
Library Media Specialist – 1
Mathematics – 5
Music – 1
Natural Science – 4
Orientation Health Occupations - 1
Physical Education – 4
Physical Science – 2
Principal - 2
School Counselor – 6
School Psychologist – 4
Speech Language Pathologist - 1
Standard Elementary (All Subjects K/8) – 5
Standard Exceptional Child (Generalist) – 15
Superintendent – 1
Technology Education – 1

4. TEACHER TO NEW CERTIFICATION APPROVALS

There were 211 requests with 216 total endorsements/assignments for Teacher to New Certification alternative authorization that were reviewed and approved by the Professional Standards Commission during the 2010-2011 school year. Those approved Teacher to New Certification alternative authorizations by subject area during that same time period are as follows:

Art – 2
Basic Mathematics - 6
Biological Science – 1
Business Technology Education – 8
Chinese - 2
Communication – 6
Communication/Drama – 1
Consulting Teacher – 2
Counselor - 4
Director of Special Education – 2
Drama – 6
Earth Science – 2
EC/ECSE-Blended (Birth-Grade 3) – 11
Economics – 3
English 6-12 – 8

English 6-9 - 1
English as a New Language (ENL K/12) – 5
Family and Consumer Science – 4
French – 2
German – 1
Gifted/Talented – 11
Health – 7
History – 1
Latin – 1
Library Media Specialist – 5
Literacy – 1
Mathematics – 4
Music – 2
Natural Science – 9
Physical Education 6-12 – 5
Physical Education K-12 - 5
School Principal – 6
School Psychologist – 1
Social Studies – 2
Sociology - 1
Spanish 6-12 – 1
Spanish K-12 - 2
Standard Elementary – All Subjects K/8 – 6
Standard Exceptional Child (Generalist) – 62
Superintendent – 7
Technology Education – 1

5. REQUESTS FOR CONTENT SPECIALIST AUTHORIZATIONS

There were 19 Content Specialist alternative authorizations with 23 total endorsements/assignments issued during the 2010-2011 school year. The Content Specialist alternative authorizations by subject area during that same time period are listed below.

Art – 2
Biological Science – 1
Chinese – 1
Communication/Drama – 1
Drama – 1
English – 3
English as a New Language K/12 – 1
History – 2
German – 1
Mathematics – 2
Natural Science – 1

Principal – 1
Social Studies – 1
Spanish – 1
Standard Exceptional Child (Generalist) – 4

6. REQUESTS FOR ABCTE (AMERICAN BOARD FOR CERTIFICATION OF TEACHER EXCELLENCE) CERTIFICATION

There were 119 interim certificates with 167 total endorsements/assignments issued through the ABCTE process during the 2010-2011 school year. Those ABCTE-issued interim certificates by subject area during that same time period are as follows:

Biology – 9
Chemistry – 7
English – 15
History – 5
Literacy - 1
Mathematics – 16
Natural Science – 13
Physics – 3
Standard Elementary – All Subjects K/8 – 67
Standard Exceptional Child (Generalist) – 31

7. STATE/NATIONAL APPROVAL OF TEACHER PREPARATION PROGRAMS

The State Board of Education requires all teacher preparation programs to be evaluated on a seven-year cycle. This evaluation occurs through a concurrent on-site visit by an NCATE (National Council for the Accreditation of Teacher Education) team and a state team. The NCATE team evaluates the unit, and the state team evaluates respective content area disciplines.

Under the direction of the administrator of the Professional Standards Commission, the state evaluation team, utilizing the NCATE/Idaho protocol, conducts teacher preparation program evaluations. While all teacher preparation programs are subject to a state evaluation, NCATE evaluations are optional. All Idaho teacher preparation institutions, except The College of Idaho, BYU-Idaho, and the University of Phoenix – Idaho Campus, choose to undergo an NCATE program evaluation. All Idaho teacher preparation programs, however, must address both state and NCATE standards when preparing for on-site teacher preparation program reviews.

The official vehicle for the approval of existing teacher preparation programs in Idaho is the NCATE /Idaho partnership agreement. State standards for

evaluating teacher preparation programs are those approved by the State Board of Education effective July 1, 2001, and found in the Idaho Standards for Initial Certification of Professional School Personnel manual.

BYU - Idaho

Following a focus visit on October 26-27, 2010, the Commission, at its December 2-3, 2010, meeting, considered the state team report and made the following recommendations regarding the BYU – Idaho teacher education program:

- Approval without conditions for the Agriculture Education program.

The State Board of Education, at its February 16-17, 2011, meeting, approved the BYU – Idaho state team report resulting from the focus visit.

The College of Idaho

Following a state/NCATE on-site visit on May 8-11, 2011, the Commission, at its June 23-24, 2011, meeting, considered the state team report and made the following recommendations regarding The College of Idaho teacher education program:

- Approval without conditions for the Elementary Education program;
- Approval without conditions for the Secondary Education program;
- Approval without conditions for the English Language Arts program;
- Approval without conditions for the Mathematics program;
- Approval without conditions for the Social Studies (Foundation Standards) program;
- Approval without conditions for the Government/Civics program;
- Approval without conditions for the History program;
- Approval without conditions for the Science (Foundation Standards) program;
- Approval without conditions for the Biology program;
- Approval without conditions for the Chemistry program;
- Conditional approval for the Physics program;
- Approval without conditions for the Foreign Language program;
- Approval without conditions for the Visual/Performing Arts (Foundation Standards) program;
- Approval without conditions for the Drama program;
- Approval without conditions for the Visual Arts program;
- Approval without conditions for the Music program;
- Approval without conditions for the Physical Education program.

(The State Board of Education, at its August 10-11, 2011, meeting, subsequently approved The College of Idaho state team report resulting from the on-site visit.)

Conditionally approved programs are subject to a focused revisit within two years following the on-site visit to determine if specific standards are met.

8. The grant process for the Commission professional development grants was updated and posted on the Department of Education website. Requirements that grant applicants must meet include providing a) notice of grant acceptance; b) a summary/report to the committee within 60 days of project completion; and c) information relating to how the applicant learned of the grant opportunity. The grant application deadlines are November 15 and April 1 of each year.
9. The standard language to be used in ethics case stipulations and orders was reviewed by the Executive Committee.
10. The Commission, after thorough discussion, passed the Standards Committee's recommendation that the on-line teacher standards approved by the legislature in 2010; the on-line teacher endorsement approved by the State Board in 2010; and the legislatively-approved alternate routes are sufficient to ensure the quality of on-line course delivery.
11. The Commission approved changing the current Commission Procedures Manual to reflect current practice with regard to membership of the Budget Subcommittee, thereby creating a standing committee.
12. The full-size Commission ethics poster emphasizing boundaries in relation to technology was reduced to an 8 ½" x 11" size, printed for distribution at the 2011 Idaho State Prevention Conference, and also included in every teaching certificate that was mailed.
13. The Commission, through its Professional Development Committee, provided \$25,000 to the 2011 Summer Institute of Best Practices.
14. The Commission approved the Standards Committee's recommendation to provide up to \$14,000 to support the research of the administrator training pilot that may lead to administrator preparation program changes.
15. The Commission passed a motion to support up to \$10,000 reimbursed for actual costs for the University of Idaho and Lewis-Clark State College to pilot the pre-service test being developed by the Teacher Performance Assessment Consortium (TPAC).
16. The Commission Professional Development Committee awarded 52 grants for a total of \$23,652 to fund professional development opportunities for educators in the State of Idaho.
17. The Commission Executive Committee, in ethics cases where it was required that a respondent seek a counselor or a peer assistance program, specified that

the counselor be a “court-approved, Health and Welfare counselor or peer assistance program.”

18. The Commission Standards Committee continued revision work on the Manual of Instructions for State Approval of Idaho School Personnel Preparation Programs. During the year the document was evaluated by an outside review team made up of members from constituencies represented on the Commission. The manual now includes a new Framework for Teaching Guide and form for standardizing and simplifying standards alignment, demonstrating equivalent credit, new program desk reviews, and evaluating state-specific requirements. State-specific requirements to be evaluated by 2014-2015 shall include the integration of educational technology and Idaho higher education program changes related to content expertise in the common core subjects.
19. The Commission Executive Committee set the precedent of certificate suspension with stipulations as the consequential discipline for a certification applicant’s falsification of the six professional development credits (determined by random audit) required for renewal of an Idaho teaching certificate.
20. The Commission paid the expenses (registration, mileage, lodging, and meals) for a representative from the Internet Crimes Against Children Task Force (ICAC) in the attorney general’s office to present on behalf of the Commission at the Idaho State Prevention Conference.
21. Following the evaluation of the new program by the Standards Committee through the desk review process, the Commission passed the Standards Committee’s recommendation to conditionally approve the George Fox University online teaching endorsement program.
22. The Commission passed the Standards Committee’s recommendation to accept National Certification for School Psychology as an avenue to meet Idaho certification requirements for school psychologists.
23. Following the evaluation of the program through the desk review process, the Commission Standards Committee conditionally approved the Boise State University TATERS pilot program granting the consulting teacher endorsement.
24. Commission committees provided year-end summaries of their activities during the year. The summaries will eventually be compiled in a for-information-only report for the State Board of Education.
25. The Commission provided its own representation at the State Board of Education meetings during the 2010-2011 school year.

26. The Commission Professional Development Committee developed a CEU Course Credit Application (for Non-Transcribed Classes) Form to be completed by institutions/agencies for continuing education unit courses.
27. The Commission passed the Standards Committee's recommendation to conditionally approve the George Fox University (Boise Center) Elementary Education Degree completion program.
28. The Commission passed the Executive Committee's recommendation to approve a letter that may be used by school districts, thus allowing them to inquire about the professional conduct and/or teaching histories of applicants for substitute teaching positions. The letter is intended as a resource, and the use of it by school districts as an approach for their substitute teacher applications, is optional.
29. The Commission passed the Standards Committee's recommendation to conditionally approve the Boise State University EDTECH Online Teacher Endorsement program.
30. The Commission developed a communication action plan to follow to ensure a) the timely distribution of information about the Commission and its work to constituencies represented on the Commission and b) the collection of constituency information and feedback when necessary.
31. The Commission Executive Committee formed a subcommittee to review (with the assistance of the deputy attorney general) statutes, rules, and the code of ethics for potential revision, including bringing everything into alignment with the Administrative Procedures Act; the subcommittee's work has been put on hold until 2012.
32. The Commission selected an NCATE consultant to develop NCATE unit/program review protocols and assist with the non-NCATE institution review process.
33. The Commission funded the participation of Commission members and staff alike in various Commission-related meetings and conferences during the course of the 2010-2011 school year.
34. The Commission passed the Nomination Subcommittee's recommendation to appoint Dan Sakota as chair and Shelly Rose as vice-chair of the Professional Standards Commission for the 2011-2012 school year.

Appendix A: 2010-11 PSC Procedures Manual

PROCEDURES MANUAL

PROFESSIONAL STANDARDS COMMISSION

REVISED SEPTEMBER 2010

TOM LUNA

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

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FOREWORD

The 1972 State legislature established the Professional Standards Commission. This legislative action combined the Professional Practices Commission, established by the State Legislature in 1969, with the Professional Standards Board, an advisory board appointed by the State Board of Education.

The Professional Standards Commission was thereby created in the Department of Education. The Commission consists of 18 constituency members appointed or reappointed for terms of three years. For further detail regarding the establishment and membership of the Professional Standards Commission, see **Idaho Code §33-1252**.

As outlined in this document, the Commission's adopted procedures are designed for use by the Commission to provide direction to make recommendations to the State Board of Education in such areas as teacher education, teacher certification and teaching standards.

For further detail regarding the duties and responsibilities of the Professional Standards Commission, see **Idaho Code §33-1254** and **Idaho Code §33-1258**.

For current activities, reports and recommendations of the Professional Standards Commission, visit the website at:

<http://www.sde.idaho.gov/site/psc/index.htm>

**STATUTORY RESPONSIBILITIES
OF THE
PROFESSIONAL STANDARDS COMMISSION**

- A.** “The Commission shall have the authority to adopt recognized professional codes and standards of ethics, conduct and professional practices which shall be applicable to certificated educators of the state of Idaho, and submit the same to the State Board for its consideration and approval.”

Idaho Code §33-1254

- B.** “The professional standards commission may conduct investigations on any signed allegation of unethical practice of any teacher brought by:
- (a) An individual with a substantial interest in the matter, except a student in an Idaho public school; or
 - (b) A local board of trustees.

The allegation shall state the specific ground or grounds for revocation, suspension or issuance of a letter of reprimand. The Executive Committee of the Professional Standards Commission shall review the circumstances of the case and determine whether probable cause exists to warrant the filing of a complaint and the requesting of a hearing. . . .”

Idaho Code §33-1209

- C.** “The Commission may make recommendations to the State Board of Education in such areas as teacher education, teacher certification and teaching standards, and such recommendations to the State Board of Education or to boards of trustees of school districts as, in its judgment, will promote improvement of professional practices and competence of the teaching profession of this state, it being the intent of this act to continually improve the quality of education in the public schools of this state.”

Idaho Code §33-1258

THE PROFESSIONAL STANDARDS COMMISSION

- A. Name:** Idaho Professional Standards Commission
- B. Membership:** According to Idaho Code §33-1252, The Professional Standards Commission is hereby created in the Department of Education, consisting of 18 members with representation as follows:
- 1 - member of the staff of the Idaho State Department of Education
 - 1 - member of the staff of the Idaho Division of Professional-Technical Education
 - 7 - certificated classroom teachers in the public school systems of the State of Idaho to include:
 - 1 - teacher of exceptional children
 - 1 - teacher in pupil personnel services
 - 5 - at-large classroom teaching positions
 - 1 - representative of the Idaho School Superintendents Association
 - 1 - representative of the Idaho Association of Secondary School Principals
 - 1 - representative of the Idaho Association of Elementary School Principals
 - 1 - representative of the Idaho School Boards Association
 - 1 - representative of the Idaho Association of Special Education Administrators
 - 1 - representative of the education department of an Idaho private college/university of higher education
 - 2 - representatives of the community colleges and the education departments of the public institutions of higher education
 - 1 - representative of the letters and sciences department of an Idaho state institution of higher education.
- C. Commission Appointments:** The State Board of Education appoints members of the Professional Standards Commission. The Commission generally meets six times annually. Other meetings may be called at the discretion of the chair or by the written request of five or more members.
- D. Officers:** There will be a chair and vice-chair elected by the Commission. The Commission chair may appoint a parliamentarian.
- E. Elected Officers:** A Nominations Committee consisting of the outgoing members of the Commission will present a slate of officers to the Commission. The Nominations Committee may also make recommendations to the Commission chair for the chairs of other committees. Nominations may also be made from the floor for Commission members. The Commission, at its final spring meeting, will elect new officers for the following year.
- Generally, at the first meeting of the new academic year, an orientation for new members will be conducted, and a parliamentarian may be appointed. At this meeting, the Commission also will review the current working plan and define objectives for the year's activities. The Leadership Team will oversee implementation and systematic revision of the working plan. Any revisions to the working plan or development of future working plans will be recommended by the Leadership Team and will require a two-thirds vote by Commission members present.
- F. Standing Committees:** The Commission will establish standing committees other than the

Leadership Team. The chair of the Commission, working with the Commission administrator, will appoint members and chairs of these standing committees. The standing committees of the Commission include:

1. Executive Committee
2. Budget Committee
3. Standards Committee
4. Authorizations Committee
5. Professional Development Committee

Refer to **Appendix A: Committee Organizational Chart**

The Commission chair may also establish ad-hoc committees to address short-term needs or special projects.

- G. Attendance:** By agreeing to serve on the Professional Standards Commission, it is expected that a member will attend both days of all meetings. If a Commission member cannot attend a committee, Commission and/or a scheduled conference call meeting, he/she will need to inform the committee chair, the Commission administrator and/or Commission chair, and his/her constituency group leader.
- H. Quorum:** A majority of the Commission members will constitute a quorum. If a Commission member is absent from a meeting, a substitute cannot act as a replacement for the member. A representative of the appointee can attend the meeting to provide input but will not be a voting member of the Commission, nor will expenses be reimbursed.
- I. Travel Expenses:** Reasonable travel expenses related to participation of Commission members at scheduled meetings will be reimbursed within State of Idaho guidelines. Refer to **Appendix B: Commission Member Reimbursement Guidelines**.

RESPONSIBILITIES OF THE OFFICERS AND COMMITTEES OF THE PROFESSIONAL STANDARDS COMMISSION

A. Duties of the Officers

1. Chair

- a. Presides over all Commission meetings.
- b. Works with the Professional Standards Commission administrator in development of agenda.
- c. Consults with the administrator for appointments of committee chairs/members of committees established by the Commission and monitors progress of committees.
- d. Calls regular and special meetings of Commission.
- e. Presides at meetings of the Leadership Team.
- f. Appoints a chair and members to hearing panels.
- g. Represents the Commission, or designates a representative to represent the Commission, at State Board of Education meetings.
- h. Helps develop a process to report Commission recommendations and decisions to the executive director and/or chief academic officer of the State Board of Education.
- i. Appoints a parliamentarian.
- j. Oversees the training of hearing panel chairs.

2. Vice-Chair

- a. Assumes all duties of the chair in absence of chair.
- b. Serves as a member of the Leadership Team.

3. Parliamentarian

- a. Becomes familiar with Robert's Rules of Order.
- b. Provides advice and renders opinions as needed to the presiding officer at Commission meetings regarding parliamentary procedure.
- c. Reviews drafted motions as needed to provide advice regarding proper format and procedure.
- d. Assures that the business of the Commission is conducted in accordance with Robert's Rules of Order.

B. Duties of the Committee Chairs

1. Works with staff to develop assigned committee work agenda.
2. Works with staff to identify and prioritize assigned committee work.
3. Monitors and maintains assigned committee work plan.
4. Monitors assigned committee budget line item(s) and provides a written budget report as part of the committee report for each PSC meeting.
5. Provides recommendations for yearly budget line item(s), for the fiscal year for which the State Department of Education is budgeting, to the Leadership Team and Budget Committee chair before May of the new fiscal year.
6. Serves as members of the Leadership Team.
7. Provides new members with an orientation of committee operations before the first regularly scheduled committee meeting of each fiscal year.

C. Duties of the Committees

1. Leadership Team

- a.** Meets as called by the chair of the Commission.
 - i.** Chaired by the chair of the Commission or the vice-chair of the Commission.
- b.** Membership includes the Commission chair, vice-chair and committee chairs.
- c.** Serves as the operations committee for the Commission with responsibilities including:
 - i.** Monitoring Commission budgets and finances;
 - ii.** Developing, maintaining and monitoring the Commission's Working Plan;
 - iii.** Developing, maintaining and monitoring the Commission's communication plan;
 - iv.** Assigning Commission work/tasks to committees as appropriate;
 - v.** Addressing special projects as needed.

2. Budget Committee

- a.** Meets as called by the Commission chair.
- b.** Committee chair appointed by the Commission chair.
- c.** Monitors and makes recommended revisions to the annual budget at each Commission meeting.
- d.** Develops a yearly budget following the same fiscal year cycle of the Department of Education for approval to the Commission before the last regularly scheduled Commission meeting of each fiscal year.

3. Authorizations Committee

- a.** Meets as called by the chair of Commission.
 - i.** Committee chair appointed by the Commission chair.
- b.** Serves as the committee to review and make recommendations to the full Commission regarding:
 - i.** Approval of alternate authorizations to teach, administrate or provide pupil personnel services;
 - ii.** Policies and procedures for alternative authorizations.
- c.** Oversees the development and publishing of certification reports as needed.
- d.** Develops an annual budget recommendation for approval by the Commission before May of each fiscal year.

4. Executive Committee

- a.** Meets as called by the chair of Commission.
 - i.** Committee chair is either the chair or vice-chair of the Commission.
- b.** Serves as the committee for the Commission to determine if there are sufficient grounds for an action against a certificated educator regarding alleged unethical practices.
- c.** Reviews, maintains, and revises the Code of Ethics for Idaho Professional Educators as needed.
- d.** Develops an annual budget recommendation for approval by the Commission before May of each fiscal year.

5. Standards Committee

- a. Meets as called by the chair of Commission.
 - i. Committee chair appointed by the Commission chair.
- b. Develops recommendations for preservice and inservice educator standards for consideration by the State Board of Education.
- c. Develops and/or maintains standards and review processes for teacher preparation programs including:
 - i. Annual review of approximately 20 percent of state teacher preparation program approval standards and rubrics;
 - ii. Team training and on-site review; and,
 - iii. Coordination of national recognition and national program accreditation (NCATE).
- d. Develops and gives recommendations to the Commission for educator assessment(s) and qualifying scores for consideration by the State Board of Education.
- e. Develops and gives recommendations to the Commission for educator certification and endorsement requirements for consideration by the State Board of Education.
- f. Develops an annual budget recommendation for approval by the Commission before May of each fiscal year.

5. Professional Development Committee

- a. Meets as called by the chair of Commission.
 - i. Committee chair appointed by the Commission chair.
- b. Develops recommendations for the professional development of certificated educators of the State of Idaho.
- c. Develops an annual budget recommendation for approval by the Commission before May of each fiscal year.

D. Duties of Commission Administrator or Designee

- 1. Oversees the preparation and distribution of the agenda and other supporting materials to members of the Commission prior to each meeting.
- 2. Oversees arrangements needed for all Professional Standards Commission meetings and committee meetings.
- 3. Prepares information requested by the Professional Standards Commission.
- 4. Confers with the State Superintendent of Public Instruction on actions taken or pending regarding the Professional Standards Commission.
- 5. Oversees arrangement with State Superintendent of Public Instruction for placement of Commission business on the State Board of Education agenda.
- 6. Assigns and supervises staff of the Commission to facilitate and support Commission committee work and operations.
- 7. Oversees development and proposal of a budget to the Leadership Team and Commission for approval.
- 8. Oversees administration of the Commission budget.
- 9. Approves Commission expenditures for processing.
- 10. Oversees the scheduling and coordination of program approval on-site visits to Idaho institutions of higher education.
- 11. Works with the chair of the Commission to assign committee chairs/members to committees.

12. Oversees the hearing process, including the appointment and training of hearing panel members.
13. Works with the chair of the Commission and staff to appoint team members for Idaho teacher preparation program on-site visits.
14. Informs the Commission regarding matters dealing with the:
 - a. National Council for the Accreditation of Teacher Education (NCATE) and the partnership agreement with Idaho;
 - b. National Association of State Directors of Teacher Education and Certification (NASDTEC) Interstate Contract (NIC);
 - c. Educational Testing Service regarding Praxis II assessments.
15. Informs Commission about relevant developments in the State Department of Education, the legislature, and the State Board of Education.
16. Oversees the training of hearing panel chairs.
17. Oversees the training of the cadre of potential state team members for on-site teacher preparation program reviews.
18. Oversees the implementation of public input hearings.
19. Oversees the development and management of the working plan.

AGENDA FOR PROFESSIONAL STANDARDS COMMISSION MEETINGS

DAY ONE

- A. The first day of a Commission meeting is generally scheduled for committee and subcommittee/ad-hoc committee work, as needed.
- B. Procedures and schedule for the committee workday of the Commission meeting may change to accommodate the workflow of the Commission. Committee workday sessions will be timed with an attempt to avoid scheduling conflicts for members assigned to multiple committees.
- C. Full Commission meets for brief period for introductions, announcements, and communications.
 - Determine if those in attendance (including Commission members) request the addition of business items that should be assigned to the current or subsequent agendas.
 - Determine if anyone in attendance wishes to speak concerning any agenda item.
 - Review, revise, and approve agenda.

DAY TWO

- A. Order of Business
 1. Call to order.
 2. Review of action items identified/tracked from preceding meeting.
 3. Introductions, announcements, and communications. Determine if those in attendance (including Commission members) request the addition of business items that should be assigned to the current or subsequent agendas. Also determine if anyone in attendance wishes to speak concerning any agenda item.

4. Approval of minutes from preceding meeting.
 5. Administrator, committee reports and budget reports.
 6. Old business.
 7. New business.
 8. Adjournment.
- B.** The agenda, including committee and subcommittee/ad-hoc committee workday responsibilities, will be:
1. Posted at least five (5) calendar days prior to the meeting.
 2. Sent to the Commission members at least one week prior to the meeting. Individuals and/or organizations wishing to appear before the Commission will make arrangements with the Commission chair or the administrator prior to the mailing of the agenda.
- C.** The Commission administrator will send clarification of agenda items as deemed appropriate.

Refer to **Appendix C:** Parliamentary Procedure in Commission Meetings.

THE PROFESSIONAL STANDARDS COMMISSION BUDGET

- A.** Funding Sources: Certification fees support the Professional Standards Commission. Refer to **Appendix D:** Idaho Statute and State Board Rule
- B.** Fiscal Year: The State fiscal year is from July 1 - June 30.
Budget Development Year: The same fiscal year cycle as the Department of Education.
- C.** The Professional Standards Commission budget will be developed annually by the Budget Committee on the same fiscal year cycle as the State Department of Education. With input from each of the PSC committee chairs, the PSC chair and the PSC administrator, the Budget Committee will develop and submit the budget for approval to the Leadership Team before April of the current fiscal year. The Leadership Team will submit the budget to the full Commission for approval by the last regularly scheduled meeting of the current fiscal year.
- D.** The Professional Standards Commission administrator oversees the development and management of the budget.
- E.** The Professional Standards Commission recognizes the necessity to compensate State Department of Education staff for the Professional Standards Commission assigned work they are responsible for completing. The PSC Administrator will allocate the SDE PSC staff to carry out the working plan of the PSC. Annually, the Budget Committee will make recommendations to the full commission regarding the monies needed to compensate the State Department of Education staff identified to complete Professional Standards Commission work for the next fiscal year. Compensation used by SDE employees to conduct PSC work shall be subject to positive time recording, index codes and the state auditing procedures.

Should any additional monies be needed to complete Professional Standards Commission assigned work, funds shall be requested using the Request for Funds Form in **Appendix H** and submitted to the Budget Committee.

- F. Requests for single expenditures exceeding \$250 must be requested using the Request for Funds Form in Appendix H and submitted to the Budget Committee.
- G. Monthly budget reports will be provided by the PSC coordinator to the Professional Standards Commission Budget Committee chair, the Commission chair and the committee chairs.

THE PROFESSIONAL STANDARDS COMMISSION WORKING PLAN

- A. **Work Planning Period:** The Leadership Team will oversee the work planning process and recommend a plan for each five (5)-year cycle.
- B. **Work Plan Year:** The working plan year is from July 1 - June 30 of each year. Informed by committee work, the Leadership Team will review, revise, and recommend approval of the Commission's yearly strategic work plan to the full Commission at the beginning of the work plan year.
- C. Any revisions to the working plan or development of future working plans will be recommended by the Leadership Team and will require a two-thirds vote by Commission members present.
- D. The Professional Standards Commission administrator oversees the development and management of the working plan.

PROCEDURE FOR REVISING AND ADOPTING CERTIFICATION PROCEDURES AND STANDARDS

- A. All proposed changes in state certification standards and procedures will be submitted to the Standards Committee of the Professional Standards Commission. All proposed changes should be submitted to the Standards Committee by December 1 of each calendar year. Exceptions will be considered by the State Department of Education, Certification and Professional Standards.
- B. A task force of content specialists may be appointed to review and recommend changes to the educator certification standards and submit the proposed revisions to the Standards Committee of the Commission.
- C. The administrator of the Commission will oversee communication to inform constituent groups that a proposed change is under study and request written input. Persons requesting changes may be invited by the chair of the Standards Committee to present information to the committee.
- D. Preliminary recommendations for changes in standards are to be submitted to the Standards Committee for review. Upon approval by the committee, the

recommendation will be forwarded to the Commission for consideration.

- E. The input hearing will:
 - 1. Be conducted by the chair of the Professional Standards Commission or his/her designee and will be recorded. A member of the Commission or a designee will preside at each site. Written testimony will be accepted at the hearings or submitted to the administrator within one month following the hearing.
 - 2. Provide an opportunity for public input.
 - 3. Be conducted to allow input but not to encourage debate.
 - 4. Not replace the opportunity for a formal public hearing as provided by the Administrative Procedures Act (APA) process.
 - 5. Upon approval by the Commission of the proposed standards, the Commission will hold a public input hearing, electronically, at specific locations statewide.

- F. The Standards Committee of the Commission will consider information received at the public input hearing and, if appropriate, revise the proposed standards. The Standards Committee will submit to the full Commission a final proposal for consideration.

- G. In accordance with the Idaho Administrative Procedures Act, the proposed changes approved by the Commission will be forwarded to the State Board of Education for review. As appropriate, decisions made by the State Board will be reviewed for final action by the legislature.

Refer to **Appendix E**: Procedure for Revising and Adopting Certification Procedures and Standards Flowchart

PROCEDURE FOR PROCESSING A WRITTEN COMPLAINT REGARDING THE CODE OF ETHICS FOR IDAHO PROFESSIONAL EDUCATORS

- A. According to **Idaho Code §33-1209**, other than a student of an Idaho public school, an allegation of ethical misconduct may be initiated by an Idaho local board of trustees or by an individual who has a substantial interest in the matter.

- B. The Commission chief certification officer/Commission administrator may also initiate an allegation if public records indicate a person holding an Idaho credential may have been involved in ethical misconduct.

- C. Upon receipt of a written and signed allegation of ethical misconduct, the Commission administrator, in conjunction with the Deputy Attorney General (DAG) and PSC investigator, conducts a review of the allegation using established guidelines to determine the appropriate response:
 - 1. No investigation - Remand the issue to the school district to be resolved locally.

2. Open an investigation - The complainant and respondent will be notified in writing and in a timely manner that an investigation will be conducted.

D. The administrator of the Professional Standards Commission, in conjunction with the Deputy Attorney General may determine if a formal investigation is necessary based on an assessment of the following:

1. The allegation is against a certificated person and there is a signed written complaint;
2. The complainant has exhausted all local district remedies, including appeal to the building principal, superintendent, and board of trustees;
3. The district has reported the allegations according to the requirements of Idaho Code §33-1208A;
4. The educator has been arrested (NOTE: An investigation may be opened, but not pursued, until such time as law enforcement/county prosecutor determines not to file formal charges or the courts make a final judgment or sentence.);
5. The allegation is purported abuse of a student (i.e., physical, sexual, verbal, etc.);
6. There is a contractual dispute arising from the non-acceptance of an educator's resignation;
7. A fingerprint/background check reveals a felony arrest and/or numerous misdemeanor arrests and convictions; and/or
8. The NASDTEC (National Association of State Directors of Teacher Education and Certification) Clearinghouse reports that an educator's credential has been revoked, suspended, or denied in another state.

E. The administrator of the Professional Standards Commission, in conjunction with the Deputy Attorney General and the PSC investigator, may determine a formal investigation is unnecessary if:

1. District remedies, including provisions of a district grievance procedure, have not been exhausted;
2. The complaint is a personnel matter, which should be handled by the local district, superintendent and board of trustees;
3. The complaint involves management style rather than unethical conduct;
4. The school district has responded appropriately to the complaint;
5. There is no written allegation or the complainant wishes to remain anonymous; or,
6. The allegation is against a non-certificated employee.

F. The Deputy Attorney General (DAG) will oversee the investigation. Upon completion of the investigation, the DAG will submit the allegation, plus any additional necessary information, to the Executive Committee of the Commission. It is the responsibility of the Executive Committee to determine if sufficient grounds exist to warrant a written administrative complaint.

G. The Executive Committee will consider the allegation(s) and all additional relevant information and determine a course of action in one of the following ways:

1. Defer action on a decision pending the receipt of additional information,

- including a response from the respondent to the allegation(s).
2. Determine that there are no sufficient grounds, in which case the DAG will advise in writing the complainant and respondent of such action.
 3. Determine that there are sufficient grounds to support the allegation(s), at which time the Commission will assume jurisdiction and the DAG will advise in writing the complainant and respondent of such action. A written administrative complaint detailing the charge(s) will be sent to the respondent by the DAG. The written complaint shall be sent by certified mail to the last known address of the respondent.
 4. The respondent has 21 days to respond to the charge(s) in writing and a total of 30 days to request a hearing. No response from the respondent in the time stipulated constitutes an automatic default to the charge(s) or to the request for a hearing. According to statute, any request for a hearing shall be submitted to the State Superintendent of Public Instruction, who forwards the request to the chief certification officer/Commission administrator for action. The complainant and respondent will be advised in writing regarding the request for hearing.
 5. No Commission member who participated in the determination of sufficient grounds in a given case will serve on the hearing panel.
 6. Every effort will be made to ensure due process.

H. Pursuant to Idaho **Code §33-1209**, a hearing will be conducted according to the following guidelines:

1. The chair of the Commission will appoint a panel consisting of a chair, who is a former member of the Commission and has been currently trained as a hearing panel chair, and two additional educators to hear the charges brought in the administrative complaint.
2. Members of the panel shall not be from the same school district as the respondent to the complaint.
3. A majority of the panel will hold a similar position of employment or certification as the respondent.
4. The hearing will be held within the school district in which the respondent resides or at such other place the Commission administrator deems most convenient for all parties.
5. All hearings shall be held to ascertain the truth.
6. The respondent may appear in person and may be represented by counsel and may procure, examine, and cross-examine witnesses. If he/she chooses to do so, the respondent may submit, for the consideration of the hearing panel, a statement in writing in lieu of oral testimony. Any such statement will be under oath, and the affiant will be subject to cross-examination.

I. Following consideration of the evidence and all testimony, the hearing panel will determine one of the following:

1. Insufficient grounds exist to establish a violation of the Code of Ethics for Idaho Professional Educators;
2. A Letter of Reprimand written by the Commission administrator will be placed in the respondent's file;
3. A respondent's credential will be suspended for a specified amount of time;

4. A respondent's credential will be revoked; or,
 5. The application for certification will be denied.
 6. Other than a revocation or denial, reasonable conditions may be placed upon the respondent's certificate pending completion of specific requirements.
- J. The secretary for the Commission administrator will notify the NASDTEC Clearinghouse in a timely manner that a credential has been suspended, revoked, or denied.
- K. If there is an appeal of the hearing panel's decision, the Professional Standards Commission (full commission) will act as an appellate body. Executive Committee members who reviewed the case will be excused from the discussion and deliberation of the Commission. Any further appeals may be referred to the district court.

Refer to **Appendix F**: Investigative Flowchart

APPROVAL PROCESS FOR ALTERNATIVE AUTHORIZATIONS

Local school districts, including charter schools or other educational agencies, **may** request approval of an Alternative Authorization for an individual who does not presently hold an appropriate Idaho educator's certification/endorsement for a vacant position.

1. It is intended that the Alternative Authorization request be made only after a reasonable effort has been made by the district to find a competent, certificated individual to fill the position.
2. The Professional Standards Commission and the State Board of Education stress that the Alternative Authorization be considered as a means to alleviate an emergency situation **only** and not relied on as a standard hiring practice.
3. In order to apply for an Alternative Authorization, the district, including charter school or other educational agency, **must** declare that an emergency exists and file a district request for the Alternative Authorization by submitting a completed application packet.
4. Only the district, including charter school or other educational agency, to which the authorization was granted may use the authorization. It is not transferable and must be renewed annually.

PROCEDURAL STEPS FOR OBTAINING AN ALTERNATIVE AUTHORIZATION

1. The application process for receiving an Alternative Authorization is initiated when a completed application packet is submitted.
2. The individual for whom the application is being requested **must** have at least a bachelor's degree. He/she **must** have a plan to be enrolled in either individual courses required for the certificate/endorsement or a formal program that leads to certification in the assigned area.

3. An “emergency” must be declared by the local school board and such action included in the minutes of a regular meeting. A copy of the minutes must be included in the application packet or submitted immediately following the next school board meeting.
4. Information that must be included in the application packet includes (all forms listed below are included in the packet or on the website):
 - a. A **written request or district request form** for the Alternative Authorization must be included in the application packet. It must include the name and qualifications of the person who will be the designated supervisor/mentor/evaluator of the person for whom the request is being made. The written request **must** be signed by the superintendent and board chair.
 - b. The **Application for an Idaho Professional Education Credential** (form BI application form **must** be completed by the individual);
 - c. A check for the authorization fee;
 - d. The **College/University Plan** completed by the individual for whom the request is being made, must include verification of the applicant’s planned college/ university program leading to certification. The form must be signed by the appropriate college/university official or be accompanied by the State Department of Education evaluation;
 - i. The program must include such applicable items as passing appropriate Praxis II assessments, the Comprehensive Literacy course or assessment, if applicable;
 - e. **Official** college/university transcripts;
 - f. **Verification** of having completed an Idaho criminal history check, as required by Idaho State Department of Education Statute, Section 33-130. If this requirement has not been met at the time of application, a completed fingerprint card and a fee **must** be submitted, and the fingerprint check must be in process prior to the application being reviewed. **The application will receive final approval only after the background check has been successfully completed.**
 - g. The applicant’s resume, supporting information, letters of recommendation and/or any other information attesting to the applicant’s ability to serve in the position **may** be included.
5. The Authorizations Committee may reject incomplete packets or place conditional approval on such packets until all material is received.
6. A list of Alternative Authorization candidates and any appropriate information from the completed application packet will be mailed/e-mailed to the Authorizations Committee members for review prior to the next Professional Standards Commission meeting.
7. The Authorizations Committee will review the Alternative Authorization requests and make recommendations to the Commission. The full Commission will vote on the committee’s final recommendations, and those approved will be issued letters attesting to the Professional Standard Commission decision.
 - a. Superintendents requesting the authorization will be notified in writing of the Professional Standards Commission’s recommendations.

NOTE: No certificate is issued to the individual at this time. A certificate will be issued when all requirements for the certificate or endorsement have been met, and the necessary certification application has been filed.

PROCEDURAL STEPS FOR RENEWING AN ALTERNATIVE AUTHORIZATION

A request to renew an Alternative Authorization **must** include the following:

1. A completed application form;
2. A non-refundable check for the required fee amount made out to the State Department of Education;
3. Official college/university transcripts to verify that nine (9) semester credits of course work applying toward the desired certificate/endorsement have been successfully completed during the past year. If less than nine hours have been completed, the Authorizations Committee will consider the circumstances based on explanations from the candidate, the local education agency, and/or the college/university;
4. If the candidate is in the process of completing a formal degree/certification program (i.e., special education, school administration, school counselor, etc.), a letter from the college/university stating that satisfactory progress is being made toward program completion may be included.

If applicable, a criminal history check, including new fingerprints, shall be included in the application.

TEACHER PREPARATION PROGRAM APPROVAL

Each teacher preparation program in Idaho will undergo a state program approval process that is designed to assure that graduates of that program meet the Idaho standards for beginning teachers and other professional educators, the requirements defined in State Board Rule (08.02.02: Rules Governing Uniformity), and the National Council for the Accreditation of Teacher Education (NCATE) Standards. In most instances, the approval process will coincide with the NCATE process for institutions seeking national accreditation. The institution will be required to pay for all out-of-state expenses related to the program approval process.

A. Purpose of State Approval

Each institution of higher education that prepares teachers and other educators for certification in Idaho must be reviewed by the Professional Standards Commission. The Commission will make a recommendation concerning approval of programs to the State Board of Education for final approval.

- B. State Approval Team**
The chair of the Commission, in consultation with the Commission administrator, will appoint the chair of the state approval team. The chair of the state approval team, in consultation with the Commission administrator, will appoint members of the state approval team.
- C. Team Training**
The importance of the state approval process necessitates that all team members be trained to evaluate Idaho teacher preparation programs. The Commission Standards Committee, or designee, in consultation with the Commission administrator, will develop and conduct a training session for team members.
- D. Institutional Report (at LEAST one month PRIOR to the visit)**
Each institution that prepares educators will develop a self-study institutional report that contains appropriate information relative to the state approval process, including programmatic and performance evidence that demonstrates how state and NCATE standards are met. The institution will provide this report to team members and the State Department of Education, Certification and Professional Standards **at least one month prior to the visit.**
- E. Document Room**
Each institution undergoing a state approval visit will designate a secured space in a convenient location as a document/evidence room or digital site that will be available to both state and NCATE on-site teams. During the on-site visit, arrangements are to be made for the document room to be accessible to team members only.
- F. Role of State Approval Team**
Team members are responsible for assessing evidence to validate the institutional report provided by the institution.
- G. Team Report**
The team report will recommend educator preparation programs as Approved, Not Approved, or Conditionally Approved.
- H. Institutional Rejoinder (within 30 days AFTER the report is received)**
The institution may write a rejoinder to the state approval team report **within 30 days after the report has been received.** The rejoinder will be sent to the Commission administrator, who will distribute it to the appropriate parties.
- H. Professional Standards Commission Action (within 120 days of the visit)**
The Commission will consider the merits of the state approval team report and any institution rejoinder in determining its recommendation to the State Board of Education. The Commission action will take place **within 120 days of the visit** period, and the Commission will subsequently submit a recommendation to the State Board of Education for consideration.
- I. State Board of Education Action**
Final approval of the educator preparation program(s) rests with the State Board of Education. Approved teacher preparation programs allow teacher preparation institutions to submit an institutional recommendation for certification of graduates.

The process for Idaho teacher preparation program approval is specifically defined in the **Manual of Instruction for State Approval of Idaho Teacher Preparation Programs** on file at the State Department of Education, Certification/Professional Standards.

The standards for evaluating Idaho teacher preparation programs are found in the current **Idaho Standards for Initial Certification of Professional School Personnel** as updated and approved by the State Board of Education and NCATE. For review purposes, pertinent rubrics accompanying these standards are on file in the office of the State Department of Education, Certification/Professional Standards.

These documents are also available for review at the State Department of Education website:

http://www.sde.idaho.gov/site/teacher_certification/accredited.htm

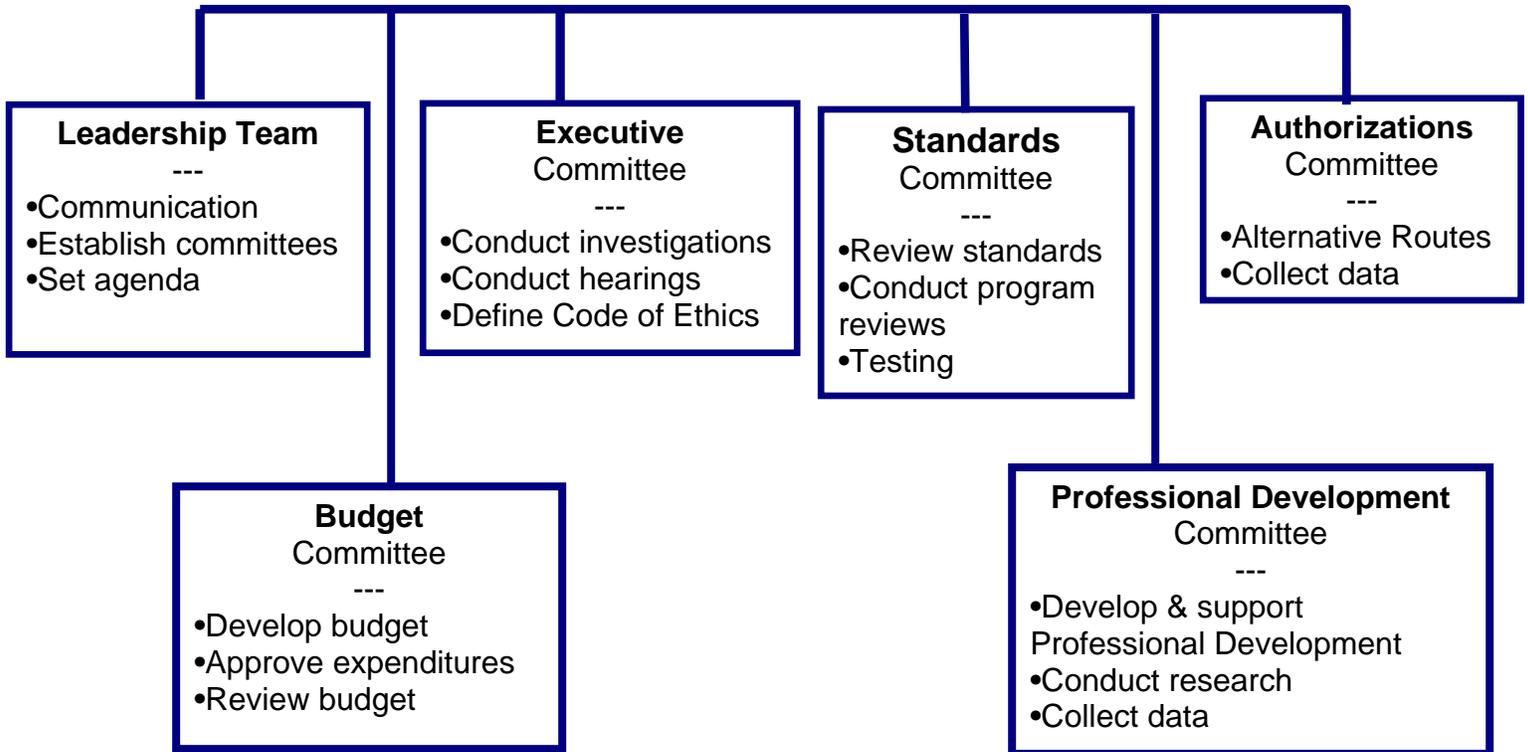
Current NCATE standards can be reviewed on the following NCATE website:

www.ncate.org

See **Appendix G** for additional information regarding Commission Reports and Resources.

Appendix A:

COMMITTEE ORGANIZATIONAL CHART



Appendix B:

COMMISSION MEMBER REIMBURSEMENT GUIDELINES

The Professional Standards Commission reimburses reasonable travel costs associated with participation. The following general guidelines help to ensure that Commission funds are directed to their ultimate goal. Participants are encouraged to use the most cost-effective mode of transportation available given the timeframe, safety of the traveler, baggage being transported, etc. Any variation in excess of the guidelines listed below requires previous approval from the Professional Standards Commission administrator in the State Department of Education.

Mileage: The current state rate is reimbursed for travel in personal vehicles for activities associated with participation (round-trip from your home in Idaho). Mileage to/from a function from a home outside Idaho or from a vacation location is only reimbursable up to the normal cost of mileage from your Idaho home. To use your vehicle, you must have current insurance.

Airfare: Reasonable coach rates will be reimbursed; first class arrangements are reimbursed at the coach rate. Airfare is reimbursed round-trip from the Idaho town in which your home is located. Airfare to/from the meeting from a home outside Idaho or from a vacation location is only reimbursable up to the normal cost of airfare from your Idaho home. Travel should be scheduled in advance to obtain reasonably priced airfares.

Entertainment: Entertainment expenses (e.g., in-room movies, event tickets) are not reimbursable.

Lodging: Reasonable standard business-class rooms are allowed. When lodging in Boise on Commission business, please contact Professional Standards Commission staff in the State Department of Education at least one week in advance of your stay so we can make lodging arrangements for you in order to direct-bill at government-contract rates.

Meals: Meetings with a schedule lasting at least six hours will have a meal provided. Additional meal expenses (including tips) that are necessary due to travel for the Commission will be reimbursed at the actual cost up to or at the maximum state of Idaho meal allowance listed below. In-state travel per-day meal maximum allowance is \$30.00 for full day (three meals).

Individual meals are reimbursed as follows (including tips):

- Breakfast: \$7.50 (Depart 7:00 a.m. or before)
- Lunch: \$10.50 (Depart 11:00 a.m. or before; return 2:00 p.m. or after)
- Dinner: \$16.50 (Depart 5:00 p.m. or before; return 7:00 p.m. or after)

Costs associated with snacks, meals, and beverages in-room, in restaurants, or elsewhere are considered part of the daily meal allowance. Costs for alcohol are not reimbursable.

Receipts: Receipts are necessary for all reimbursement items except mileage, tips, and meals within the daily allowances.

Taxi/Rental Car/Other Ground Transportation: Reasonable charges for taxis or other ground transportation are allowable. Rental car costs will not be reimbursed. Taxi service to and from airports or between lodging and meeting areas is reimbursable if no hotel shuttle service is available. Participants are encouraged to use the most cost-effective mode of ground transportation available to facilitate participation.

Telephone/Internet: Telephone, internet accessibility, and related expenses will not be reimbursed, except for an allowance for the PSC Chair's cellular telephone which will be reimbursed up to \$25 per month. If the PSC Chair's cellular telephone bill is less than the \$25 maximum, then the lesser amount will be reimbursed.

Substitute Teacher Costs: Costs for substitute teachers will be reimbursed beginning the sixth (6) day of meeting attendance in accordance with Idaho Code and Idaho Administrative Rule: **Idaho Code §33-1279 RELEASED TIME FOR SERVICE ON STATE COMMITTEES AND COMMISSION.**

(1) Each certificated employee of any school district, including specially chartered districts, shall be entitled to and be allowed released time for service on committees and commissions established by the state of Idaho, or established by the legislature, or established by any of the departments or agencies of the state of Idaho.

Each certificated employee shall be entitled to five (5) such days of released time, and time beyond five (5) days shall be allowed at the discretion of the board of trustees.

(2) No such certificated employee shall lose any salary or other benefits because of such released time for service on any such committee or commission and shall not be required to make up any released time spent in serving on any such committee or commission; except that the amount of any honorarium or compensation received for service on committees or commissions, except actual and necessary expenses, shall be deducted from salary otherwise due such certificated employee.

IDAPA 08.02.01.450 REIMBURSEMENT TO DISTRICTS FOR SUBSTITUTE TEACHER COSTS.

The Professional Standards Commission (PSC) is authorized to reimburse the employing district for a classroom teacher member of the PSC for the costs incurred in the employment of a substitute teacher for a member while the member is engaged in PSC business. Such reimbursement may be made for each instance in which a substitute is employed as a replacement for a member beyond six (6) days during a given school year. Reimbursement may be made upon request by the employing district submitted in a manner determined by the PSC. Reimbursement will be based upon the prevailing rate for substitutes in that district. (Section 33-1279, Idaho Code)

Questions/Reimbursement Forms: If you need assistance regarding reimbursement procedures or guidelines, contact the Professional Standards Commission office: (208) 332-6884.

Appendix C:

PARLIAMENTARY PROCEDURE IN COMMISSION MEETINGS

In order to conduct meetings in a fair and orderly manner, the Commission follows modified parliamentary procedure (conducted while members are seated; the chair can participate in debates and voting). A parliamentarian may be appointed to provide advice and guidance during meetings as needed. This is a general guide for members in the process for motions and amendments, which are the most often-used applications of parliamentary procedure in conducting Commission work.

HANDLING MAIN MOTIONS

- Step 1:** A member addresses the chair.
- Step 2:** The chair recognizes the member.
- Step 3:** The member proposes a main motion.
- Member states, “I move that...”
 - Member prepares and writes the motion on a “General Meeting Motion Sheet”.
- Step 4:** Another member seconds the main motion.
- Step 5:** The chair states the main motion to the assembly.
- This step is called “stating the question”.
 - The chair may also state, “Is there any debate?”
 - The main motion is now the “pending question”.
- Step 6:** The assembly debates the main motion.
- The chair can close debate when there is no further debate or a member can move the “previous question”. This motion (the previous question) requires a second and a two-thirds vote for adoption.
- Step 7:** The chair takes a voice vote on the main motion.
- Step 8:** The chair announces the result of the vote on the main motion.
- A main motion requires a majority affirmative vote to be adopted.

HANDLING AMENDMENTS

- Step 1:** A member addresses the chair.
- Step 2:** The chair recognizes the member.
- Step 3:** The member proposes an amendment.
- Member states “I move to amend by (adding the words/changing the words to)...”
 - Member writes the amended motion on a “General Meeting Motion Sheet”.
- Step 4:** Another member seconds the amendment.
- Step 5:** The chair states the main motion with the amendment to the assembly.
- The chair states, “It is moved and seconded to....”
 - The chair may also state, “Is there any debate?”
- Step 6:** The assembly debates the amendment.
- Step 7:** The chair takes a voice vote on the amendment.
- “The question is on amending the main motion by..., so that, if the amendment is adopted, the motion will read:...”
- Step 8:** The chair announces the result of the vote on the amendment.
- The motion to amend requires a majority affirmative vote to be adopted.

- IF an amendment is NOT adopted, proceed using the original main motion (without the amendment). See Steps 6, 7, and 8 on “Handling Main Motions”.

Step 9: The assembly debates the main motion as amended.

- “The question is on the adoption of the main motion as amended that...”

Step 10: The chair takes a voice vote on the main motion as amended.

- “The question is on the adoption of the main motion as amended that...”

Step 11: The chair announces the result of the vote on the main motion as amended.

- “The motion as amended is adopted (or lost).”

Appendix D:

Idaho Statute and State Board Rule

Idaho Statute
TITLE 33 EDUCATION
CHAPTER 12 TEACHERS

33-1205. CERTIFICATE RECORDS AND FEES. (1) The state board of education shall cause to be maintained a record of all certificates issued, showing names, dates of issue and renewal, and if revoked, the date thereof and the reason therefore. A nonrefundable fee shall accompany each application for a prekindergarten through grade twelve (12) certificate, alternate certificate, change in certificate or replacement as follows:

- (a) Original certificate, all types, issued for five (5) years\$ 75.00
- (b) Renewal certificate, all types, issued for five (5) years\$ 75.00
- (c) Alternate route certificate, all types, issued for one (1) year\$ 100.00
- (d) Additions or changes during the life of an existing certificate \$ 25.00
- (e) To replace an existing certificate\$ 10.00

(2) The fees specified in subsection (1) of this section shall be in effect through December 31, 2004. On and after January 1, 2005, certificate and related fees shall be as specified by rule of the state board of education.

(3) The fees shall be used by the professional standards commission for payment of the reasonable expenses in performing its duties and responsibilities as approved by the state board of education and not more than thirty-three percent (33%) of the fees may be used by the state department of education to partially defray the cost of the office of certification.

Rules of the Board of Governing Education
Chapter 02
08.02.02 – Rules Governing Uniformity

066. FEES. The state department of education shall maintain a record of all certificates issued, showing names, dates of issue and renewal, and if revoked, the date thereof and the reason therefore. A nonrefundable fee shall accompany each application for a prekindergarten through grade twelve (12) certificate, alternate certificate, change in certificate or replacement as follows: (3-16-04)

- 01. **Initial Certificate.** All types, issued for five (5) years – seventy-five dollars (\$75) (3-16-04)
- 02. **Renewal Certificate.** All types, issued for five (5) years – seventy-five dollars (\$75) (3-16-04)
- 03. **Alternate Route Authorization.** All types, issued for one (1) year – one hundred dollars (\$100) (3-16-04)
- 04. **Additions Or Changes During the Life Of An Existing Certificate.** Twenty-five dollars (\$25) (3-16-04)
- 05. **To Replace An Existing Certificate.** Ten dollars (\$10) (3-16-04)

Appendix E:

PROCEDURE FOR REVISING AND ADOPTING CERTIFICATION PROCEDURES AND STANDARDS FLOWCHART

STAGE 1 – Preparation Period

Timeline: Starting preferably one year in advance

1. Professional Standards Commission committee gathers information about proposed State Board of Education Rule.
2. Committee determines final proposal concerning a proposed board rule and sends proposal to full Commission for approval at regularly scheduled meeting.
3. Full Commission approves or disapproves. If disapproved, send it back to the committee for corrections.
4. Committee makes corrections and makes new proposal to Commission. Commission approves the proposal.
5. Commission holds input hearings via teleconference\video conference. Input is sent to the committee for review.
6. Committee makes corrections and sends the corrected proposal to the Commission.
7. Commission approves corrected proposal and sends it to the State Board for approval.
8. Professional Standards Commission staff takes appropriate paper work to the State Division of Financial Management and Governor's office for approval.

STAGE 2 – Proposed Rule

Timeline: Completion no later than August

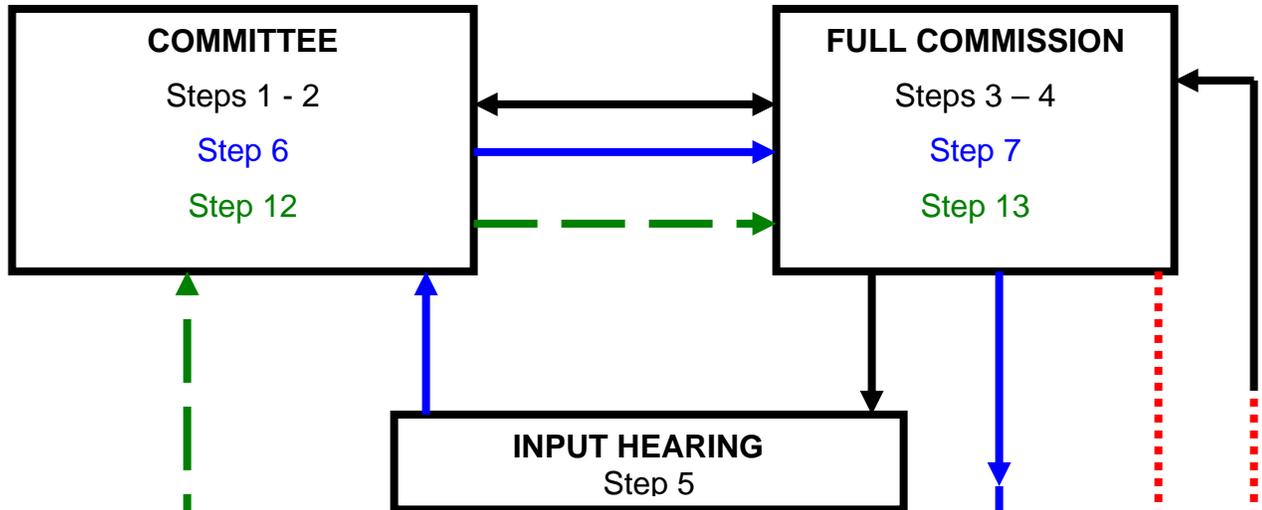
9. Proposed rule is presented at June State Board of Education scheduled meeting.
10. If Board approves the proposed rule, it is published in August.
11. After publishing, there is a period of time for written comments; or, if 25 people, political subdivision or other state agency requests a hearing, a hearing will be held.
12. Input from public hearings or written comments go back to the Professional Standards Commission and the committee.
13. Professional Standards Commission sends back to the Board with an amended proposed rule no later than August.

Timeline: October State Board of Education Meeting

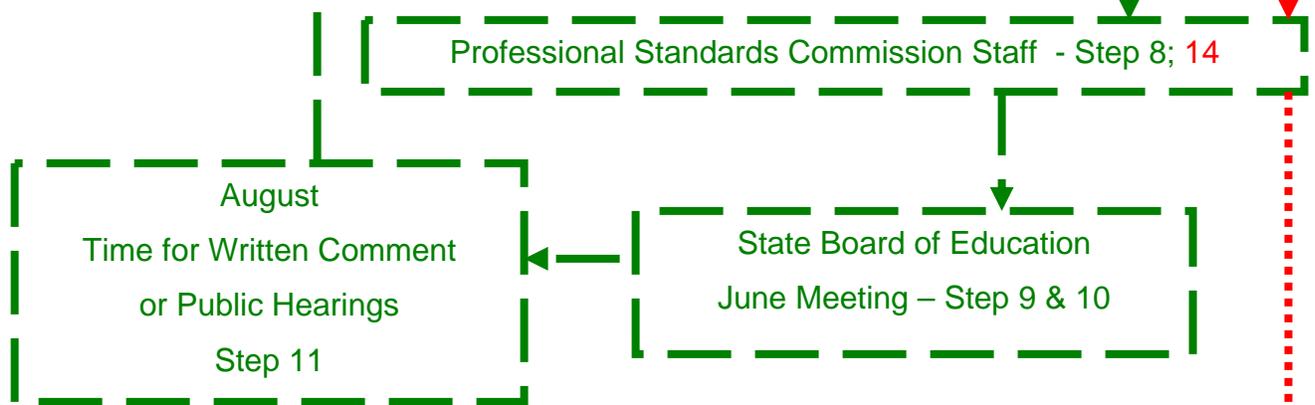
14. Professional Standards Commission staff prepares proposed rule as a pending rule; latest date is the October State Board meeting. Pending rule printed in November.
15. Legislature reviews pending rules. They can approve or disapprove. If one legislative body approves and the other body disapproves, the rule is approved.
16. If approved, the pending rule becomes a Board rule when the legislature adjourns.
17. If legislature disapproves, it goes back to Stage 1 and starts over again.

PROCEDURE FOR REVISING AND ADOPTING CERTIFICATION PROCEDURES AND STANDARDS FLOWCHART

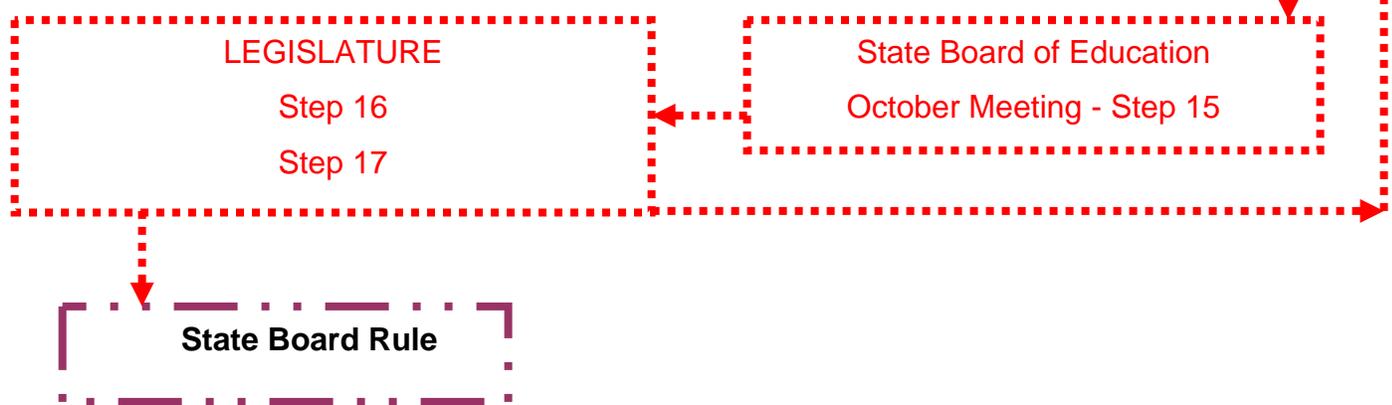
**STAGE 1 – Preparation Period - See written narrative for explanation of each step.
Timeline: Starting preferably one year in advance**



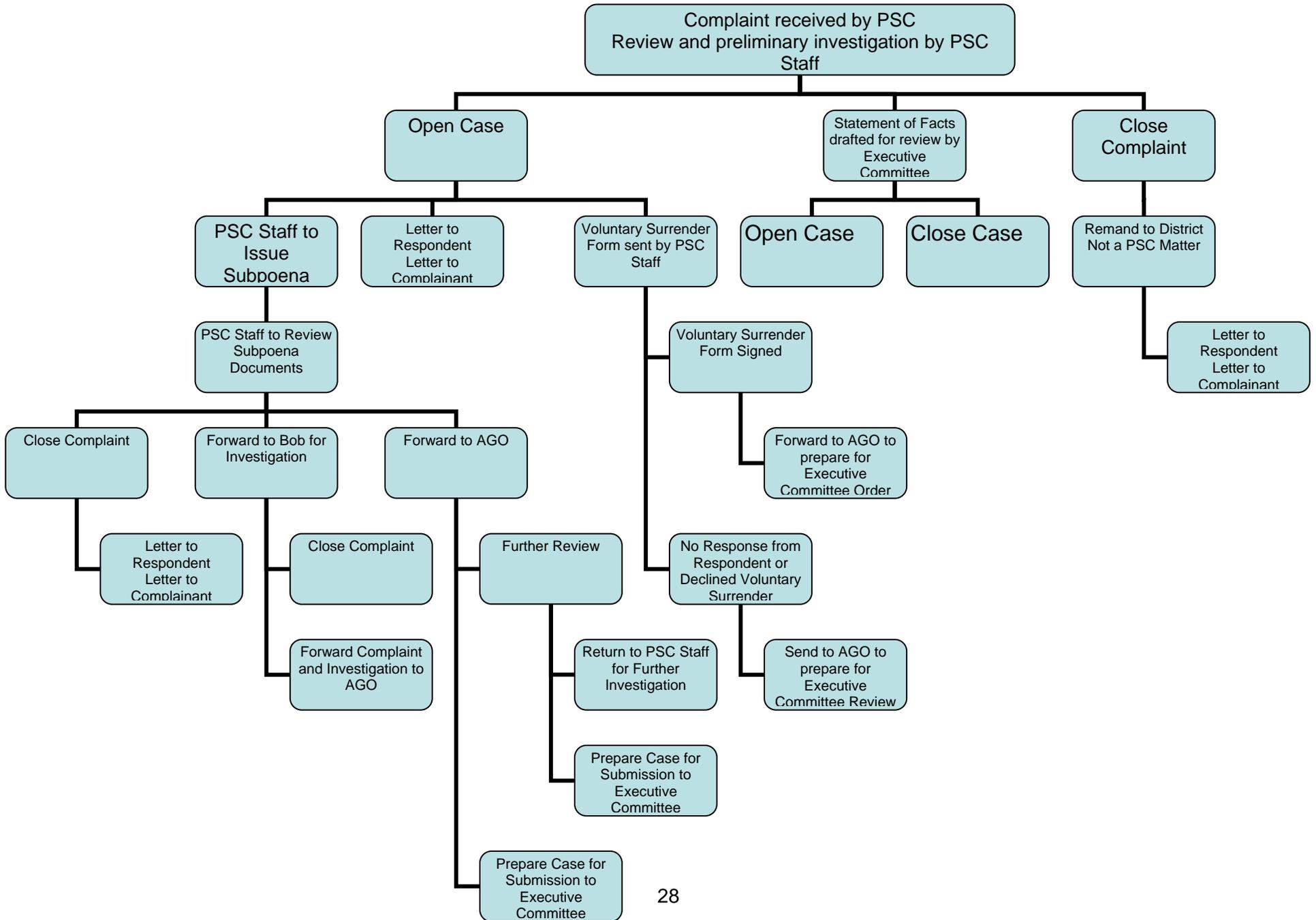
STAGE 2 – Proposed Rule. Timeline: Completion no later than August



STAGE 3 – Pending Rule. Timeline: October State Board of Education Meeting



Appendix F: INVESTIGATIVE FLOWCHART



Appendix G:

COMMISSION REPORTS AND RESOURCES

Current Commission materials, reports, and resources are also available on the State Department of Education website at Teacher Certification:

<http://www.sde.idaho.gov/site/psc/index.htm>

Posted material includes:

- Commission meeting schedule and agendas
- Approved Commission meeting minutes
- Standards for Certification of Professional School Personnel (approved standards)
- Draft standards and rubrics open for public comment
- Code of Ethics for Idaho Professional Educators
- Annual certification statistical reports
- Links to Idaho statute related to the Professional Standards Commission and teaching in Idaho
- Professional Standards Commission Procedures Manual



STATE OF IDAHO
PROFESSIONAL STANDARDS COMMISSION
STATE DEPARTMENT OF EDUCATION
PO BOX 83720
BOISE, IDAHO 83720-0027

Guidelines: PSC Budget Expenditure Request Process

SPENDING WITHIN APPROVED BUDGET LINE

Individual purchases must be pre-approved, even though the annual budget has been approved by the PSC. If a PSC member or committee would like to expend funds within the approved category, here is the process:

1. PSC member or committee chair emails a request to the PSC Budget coordinator (krhodenbaugh@sde.idaho.gov) that includes:
 - A description of the item or service to be purchased;
 - The estimated cost and source of estimate; and
 - The budget category into which the proposed expense falls.
2. Budget coordinator will review the request, including:
 - Ensuring that the appropriate funds are available;
 - Fill out the Request for Funds Form
 - Reviewing the request with the PSC administrator; and
 - Processing any appropriate SDE purchase approvals (including PSC administrator signature).
3. Budget coordinator will email the member/committee chair who made the request when the approval process is complete.

SPENDING NOT APPROVED IN THE CURRENT BUDGET

If a member/committee wishes to incur an expense that has not been included in the approved budget, or in an amount in excess of the approved amount, here is the process:

1. PSC member or committee chair emails a request to Budget coordinator (krhodenbaugh@sde.idaho.gov) that includes:
 - A description of the item or service to be purchased;
 - The estimated cost and source of estimate;
 - The request to revise the budget to include this expense, along with justification for the new charge.
2. Budget coordinator will review the request with the PSC administrator (and any other appropriate staff and/or PSC chair).
3. Budget coordinator will prepare a recommendation for the PSC Leadership Team to review (including the line item from which the funds could be moved).
4. The PSC Leadership Team will review the request and staff recommendation, develop a committee recommendation, and then present the request to the Commission for approval.

SPENDING IN URGENT/EMERGENCY SITUATIONS

Every effort will be made to plan and manage spending of PSC funds as outlined in these guidelines. In rare circumstances, decisions must be made in a shorter period of time than these processes will allow. In those circumstances, the PSC administrator will determine the appropriateness of purchases made on behalf of the PSC, in collaboration with the PSC and Budget Committee chairs when possible. Urgent/Emergency spending will be conducted within State guidelines and will be summarized and presented to the Leadership Team and PSC at the next scheduled meeting.

NOTE: Do not make any purchase (or commit any funds) until you have received notification in writing from Budget coordinator that the purchase has been approved. The State has very specific processes through which we can make purchases.

Appendix H:

Request for Funds Form

Date of Request _____

Name of Person Requesting Funds _____

Amount Requested _____

Reason for Request _____

Description of how the expenditure relates to the working plan

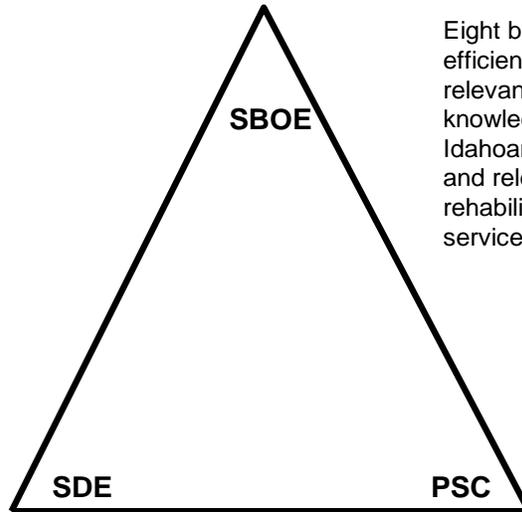
This section for authorized use only ~

Reviewed by _____	Date request reviewed _____
Approved / Not Approved (circle the one that applies)	Date approved _____
Reason for non-approval _____	

Appendix I:

Triangle of Relationship

Idaho State Board of Education



Eight board members committed to efficiently providing access to a quality and relevant education by improving the knowledge, skills and opportunities of all Idahoans by delivering quality, accessible and relevant education, training, rehabilitation and information/research services.

Idaho State Department of Education

The Idaho SDOE is determined to create a customer-driven education system that meets the needs of every student and prepares them to live, work and succeed in the 21st century. This will be accomplished by raising student achievement and by providing school districts with the timely, helpful assistance needed to raise Idaho's student achievement.

Professional Standards Commission

Established in 1972 as an advisory group to the State Board of Education, the 18 member PSC makes recommendations to the State Board of Education in the areas of teacher standards, ethical educators, certification, professional development, and higher education teacher preparation programs.

Appendix B: 2010-11 Professional Development Grants

2010-11 Professional Development Grants Awarded

Amount	Professional Development Title
\$500.00	National Arts Ed Convention
\$500.00	Writing Beyond the Desk Conf.
\$500.00	Writing Beyond the Desk Conf.
\$500.00	National Chinese Language Conf.
\$500.00	National Chinese Language Conf.
\$500.00	National Assoc. Of Arts Ed. Conf.
\$368.00	NCTM School Memberships
\$500.00	2011 T ³ Internat'l Conference
\$500.00	NW Council for Computer Education
\$500.00	Horticulture Expo 2011
\$500.00	NW Council for Computer Education
\$6,868.00	Fall 2010 Total
\$500.00	PTE Summer Conference
\$500.00	Special Education Library Materials
\$500.00	Bates Dance Festival
\$500.00	PLC Conference
\$258.00	International Homebuilders Association Conference
\$500.00	Holocaust Teacher Resistance Program
\$500.00	ICM Math Conference
\$500.00	S'Cool Moves Certified Trainer
\$189.00	Motivating Meaningful Activities Workshop
\$189.00	Motivating Meaningful Activities Workshop
\$189.00	Motivating Meaningful Activities Workshop
\$500.00	S'Cool Moves Certified Trainer
\$500.00	Summer Learning Institute
\$400.00	Title Reading Specialist DVD
\$400.00	Title Reading Specialist DVD
\$500.00	RTI DVD

2010-11 Professional Development Grants Awarded

Amount	Professional Development Title
\$500.00	NCCE Conference (computers)
\$500.00	RTI Math Research to Practice
\$500.00	Idaho School Counselors Fall Conference
\$500.00	Idaho School Counselors Fall Conference
\$500.00	Pacific NW Conference 3,4,5th grade teachers
\$500.00	Pacific NW Conference 3,4,5th grade teachers
\$413.00	Teaching with Poverty in Mind - DVD
\$500.00	5th Grade Fitness Program (for students)
\$500.00	5th Grade Fitness Program (for students)
\$500.00	5th Grade Fitness Program (for students)
\$250.00	Powerful Early Intervention Workshop
\$250.00	Powerful Early Intervention Workshop
\$250.00	Powerful Early Intervention Workshop
\$496.00	Positive Behavior Intervention Support (subscription/coach)
\$500.00	Reading Materials low vocab high interest
\$500.00	Idaho School Counselors Fall Conference
\$500.00	Exploring Math Through Literature (Books)
\$16,784.00	Spring 2011 Total
\$23,652.00	2010-11 Grand Total

Appendix C: Executive Committee Year-End Report

Actions taken: 40 cases

Cases closed: 30 cases

1 case certification reinstatement request

Attended NASDTEC Professional Practices Institute

Subcommittee formed to look at statutes, rules and code of ethics bringing everything into alignment

Standard language used in stipulations and orders was discussed

Ethics course at Idaho State University was accepted

Ethics poster was printed and distributed to school districts for each building. Also the poster was printed in 8 ½ x 11 size to be distributed at the Prevention conference and will be included in every teaching certificate that is mailed

Discussion of tightening the recertification process

Supported Jim Kouril, commander of the Internet crimes against children task force, as a presenter at the Prevention Conference

Working with Andy Snook in developing a policy for district notification of licensure action

A letter was developed to be sent to school districts about questions to have on substitute teacher applications

Appendix D: Authorizations Committee Year-End Report

Alternative Authorizations 2010-2011

Total Authorizations	Provisional Authorization	Alternative Authorization - Teacher to New Certificate	Alternative Authorization - Content Specialist	Computer Based Alternate Route - ABCTE
2010-2011	66	211	19	119
2009-2010	113	249	1	116
2008-2009	272	241	4	142
2007-2008	305	171	41 LOA's	123
2006-2007	525	228	122 LOA's	0

Type of Authorization	Total number of districts requesting the authorization	Percentage of the total 155 Districts/LEA Charters Requesting an Alternative Authorization
Provisional Authorization	43	28%
Teacher to New Certificate	79	51%
Content Specialist	14	9%
ABCTE	**50	32%

Year	Number of alternate approvals	Total Certificated Statewide	Percent of Educators Working with an Alternative Authorization
2010-2011	415	17,313	2.40%
2009-2010	479	17,648	2.71%
2008-2009	659	17,638	3.74%
2007-2008	640	17,479	3.66%
2006-2007	875	17,186	5.09%

* *50 This number only reflects districts/charters hiring ABCTE interim teachers, additional individuals received the interim but did not have an assignment.

Appendix E: Professional Development Committee Year-End Report

End of Year Report
2010-2011

Professional Development Committee

- We held the summer Best Practices Institute for Teachers at Wendell and Idaho Falls at a cost of \$25,000 (\$15,000 from FY 11 and (\$10,000 from FY 12). This coming summer we will be adding a third session at Payette, and are currently exploring the possibility of offering a two day institute in Northern Idaho during the October Inservice Days.
- We created a CEU application for the PSC website to be used by colleges who want approval for continuing education credit courses, non transcribed credits.
- We awarded 52 grants for a total of \$23,652. This is a significant increase from last year. We are assuming the requests for grants have risen because of the lack of funding available for professional development at the district level. We have two times that grants are awarded. The first deadline is Nov. 15th, and the selection is made at the December PSC meeting. The second deadline is April 1st, with the selection made at the April PSC meeting. This is a regular occurrence that allows teachers to look for conferences they would like to attend within the next year.

Appendix F: Standards Committee Year-End Report

**Professional Standards Commission – Working Plan
Standards Committee 2010/2011 Year-End Report
Ensuring Highly Qualified Educators**

Objective #1: Develop recommendations for pre-service education standards and endorsement requirements for consideration by the State Board of Education.

Strategies

- Review and revise 20 percent of the state educator standards annually.
Review and revise 20 percent of the rubrics used in teacher education preparation program reviews annually
- Determine the schedule for standard reviews and continue alignment with the K-12 Content Standards review and textbook adoption processes.

Work completed:

1. The content preparation standards review schedule has been put on hold until the Common Assessment for the Common Core is developed and adopted.

Work in progress:

1. It is anticipated that the standards review schedule will resume fall 2011.

Objective #2: Develop and give recommendations for educator certification and endorsement requirements for consideration by the State Board of Education.

Strategies

- Review and revise 20 percent of the endorsement areas annually, as determined by the standards review timeline.
- Review and revise procedures for the alternative routes.
- Review and discuss certification and endorsement issues arising out of the reauthorization of ESEA, IDEA, and Idaho High School and Middle School Reform.
- Review the relationship between Idaho's certification requirements and those of other state and national requirements to determine alignment.
- Consider Teacher Leadership Opportunities.

Work completed:

1. The committee consulted with Idaho State University in order to determine if the Nevada Post-Bach Certification for SLP could be used in Idaho. After careful review, it was decided that the Nevada program did not meet the accreditation requirements. ISU now has an online Masters Degree program in SLP and summer practicum's can be completed in Pocatello and Boise.
2. The Professional Standards Commission PASSED the Standards Committee's motion to accept the NASP certification as an avenue to meet Idaho certification requirements for School Psychologists.
3. The Early Childhood Education Blended endorsement went before the 2011 legislature for approval.

Work in progress:

1. Continue investigating the possibilities of adding a special education certification to a secondary education degree. A major is 30 credits and a minor is 20 credits. It would be helpful if a candidate could select a 30 credit major with a 30 credits certification in special education. High schools really need special educators highly qualified to teach math and English.

Objective #3: Develop and/or maintain standards and review processes for teacher preparation program approval.

Strategies

- Ensure appropriate training of state team members for specific program evaluation visits.
- Oversee a task force that will refine recommendations and/or procedures to review and update the process for state program approval and manual, and develop a program of standards and guidelines to train state team members.
- Review the NCATE/state partnership agreement to ensure alignment of state and national standards and to meet protocol requirements.
- Develop a process for the use of NCATE teacher preparation institution standards for non-NCATE approved institutions.
- Ensure that accountability measures are part of the evaluation process of pre-service teacher preparation programs.
- Maintain schedule for two-year focused visits for conditionally approved programs.
- Review higher education institutions' annual progress report on their conditionally approved programs.

Work completed:

1. An NCATE Consultant was selected to develop NCATE unit/program review protocols and to assist with the non-NCATE institution review process.
2. The development of the Framework for Teaching Reference Guide and Form.
3. The Professional Standards Commission PASSED the Standard Committee's motion to conditionally approve of the BSU TATERS new program granting the Consulting Teacher Endorsement.
4. The Professional Standards Commission PASSED the Standard Committee's motion to conditionally approve the George Fox University MAT Plus Online Teacher Endorsement new program.
5. The Professional Standards Commission PASSED the Standards Committee's motion to approve the Agriculture Education program at Brigham-Young University-Idaho.
6. The Professional Standards Commission PASSED the Standards Committee's motion to conditionally approve the George Fox University MAT Elementary Education completion new program.
7. The Professional Standards Commission PASSED the Standards Committee's motion to approve Boise State University's K-12 Online Teaching Endorsement Program proposal.

8. The Professional Standards Commission PASSED the Standards Committee's motion to approve College of Idaho's programs with the exception of a conditional approval for the physics program.

Work in progress:

1. The Standards Committee will gather costs for an institution NCATE review in order to determine if a standard fee should be charged to non-NCATE institutions for the state approval review process.
2. The Program Approval Manual has been significantly revised and updated, and should be completed soon.
3. The Standards Committee would like the Teacher Certification Department to review the proposed Western Governors University ECE/SPED program for deficiencies or additional coursework that may be required prior to recertification in order to fully meet Idaho Blended Certificate Standards.
4. The BYU-I teacher preparation program is scheduled for a fall 2011 program review.
5. The University of Idaho teacher preparation program is scheduled for a full program review in the spring of 2013. Consideration is being given to delaying that review.

Objective #4: Develop and give recommendations for educator assessments and qualifying scores for consideration by the State Board of Education.

Strategies

- Review and recommend Praxis II exams and qualifying scores.
- Review qualifying educator assessment: ICLA and MTI

Work completed:

1. The Teaching Performance Assessment (TPA) pilot project developed by the Teacher Performance Assessment Consortium (TPAC) was completed during spring 2011 with students from University of Idaho and Lewis-Clark State College.

Work in progress:

1. The committee will determine the next steps of TPA for the state of Idaho.
2. In July 2011, there will be a multistate standards setting study for the Elementary Education: Multiple Subjects PRAXIS exam.

Objective #5: Develop and implement a process for data-based decision-making.

Strategies

- Review and discuss data on the number of pre-service educators at Idaho teacher preparation programs being prepared for specific certificates and endorsements.
- Review and discuss the supply and demand survey and make recommendations for specific certificates and endorsements as necessary to address equitable distribution of Highly Qualified Teachers.

Work completed:

Work in progress: Currently verifying correct reports for data use from the Longitudinal Data-Base before disseminating to others.

Objective #6: Develop and Implement a process for training and evaluating administrators who are effective instructional leaders.

Strategies

- Training for administrators
- Evaluation of administrators
- Explore relevant and meaningful professional development opportunities.

Appendix G: Fiscal Year 2011 Budget Expenditures

PSC Revenue/Expense details FY 2011													Index Code 2003			(Budget: Proposed Draft 4-24-2009)		
	Jul 10	Aug 10	Sept 10	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11	Apr 11	May 11	June 11						
Revenue (actual)	\$52,203	\$65,895	\$25,068	\$10,295	\$7,846	\$6,814	\$22,254	\$25,305	\$22,281	\$21,269	\$35,654	\$54,874	\$349,758	\$0				
Estimated Revenue													\$379,600					
Estimated Cash balance 7/1/2010													\$344,815					
Cash needed to balance FY2011													\$76,685					
Estimated Cash balance 6/30/2011													\$268,130					
													Actual FY11	Est. Budget Total	% Remain of budget			
PERSONNEL																		
4101																		
4201	Salaries, benefits	\$15,902	\$16,924	\$16,129	\$24,739	\$14,829	\$14,665	\$15,749	\$19,067	\$16,657	\$24,848	\$17,605	\$17,202	\$214,315	\$182,600	-17.37%		
OPERATING																		
5961	PSC-Commission Work																	
5990	PSC Mtg Travel/meals	\$4,994	\$2,981	\$3,228	\$5,723	\$9	\$6,407	\$100	\$6,470	\$182	\$5,925		\$2,356	\$38,375	\$39,000	1.60%		
	Public relations/hearings													\$0	\$1,000	100.00%		
5990	Commission Prof Dev & Training					\$1,235		\$1,106		\$1,049				\$3,389	\$6,500	47.86%		
5982	Governmental Overhead			\$12,392										\$12,392	\$15,000	17.39%		
5166	Legal Services													\$0	\$0	0.00%		
	Committee Work																	
	Leadership Team								\$10					\$10	\$700	98.57%		
	Strategic Planning													\$0	\$0			
	SBOE Meetings													\$0	\$0			
5035	Exec. - Printing (brochure/poster)		\$2,653	\$942			\$630							\$4,224	\$4,000	-5.60%		
	Investigations/hearings/training			\$2,428	\$999	\$978	\$328							\$4,732	\$30,000	84.23%		
	Contract investigative services	\$2,563		\$1,000		\$2,400	\$3,784		\$6,658		\$3,065		\$1,276	\$20,745	\$20,000	-3.73%		
	NASDTEC Professional Pract.			\$4,394	\$3,213						\$570	\$5,468	\$2,281	\$15,926	\$15,000	-6.18%		
5035	Authorizations													\$0	\$500	100.00%		
	Alternate Routes													\$0	\$0			
	Teacher Licensure/Comp													\$0	\$0	0.00%		
5035	Standards													\$0	\$300	100.00%		
	Standards Maintenance				\$87									\$87	\$11,000	99.21%		
	Praxis			\$111						\$90				\$201	\$2,500	91.97%		
	Title 2 - ETS				\$156									\$156	\$3,500	95.54%		
	Prep Program Review Re-write						\$183	\$1,481			\$3,174	-\$85	\$4,753	\$8,435	0.00%			
	Prep Program Review & Focus visits (PPR) & Training			\$10,000	\$230	\$559					\$3,440	\$77	\$14,305	\$17,000	15.85%			
	FY11 Admin. Training Pilot											\$10,079	\$10,079	\$14,000	28.00%			
5135	NCATE Representation dues	\$3,640												\$3,640	\$3,500	-4.01%		
5035	Prof Development Committee													\$0	\$300	100.00%		
	Prof Development Fund					\$6,868		\$254		-\$9	\$16,983	\$30,000	\$54,096	\$52,600	-2.84%			
5001	Communication	\$172	\$121	\$1,186	\$112	\$332	\$278	\$236	\$161	\$208	\$177	\$110	\$304	\$3,397	\$2,000	-69.83%		
5051	Employee Development					\$98		\$578						\$676	\$750	9.85%		
5170	Prof. Services-Consultant									\$163				\$163	\$2,000	91.88%		
5201	Repairs and Maintenance Svcs.& supplies						\$12				\$231			\$243	\$1,300	81.31%		
5251	Admin. services			\$134	\$350	\$120	\$350	\$151						\$1,105	\$2,300	51.94%		
5301	Computer services													\$0	\$500	100.00%		
5351	Employee Travel Costs		\$37		\$38	\$792	\$300	\$2,506	-\$777	\$1,420	-\$82	\$1,853	\$1,164	\$7,251	\$6,000	-20.85%		
5401	Admin. Supplies (Office supplies)	\$58	\$380	\$223	\$283	\$291	\$54	\$82	\$206	\$135	\$132	\$123	\$68	\$2,035	\$2,300	11.54%		
5551	Computer Supplies													\$0	\$1,000	100.00%		
5751	Insurance													\$0	\$700	100.00%		
5901	Rentals & operating leases			\$2,562					\$2,407					\$4,968	\$7,000	29.03%		
	Payroll/Accounting			\$1,238										\$1,238	\$1,400	11.58%		
CAPITAL																		
6401	Computer equipment													\$0	\$1,000	100.00%		
6701	Office equipment													\$0	\$600	100.00%		
TOTALS																		
		\$27,329	\$23,096	\$55,965	\$35,930	\$21,643	\$33,675	\$20,690	\$35,936	\$19,814	\$34,946	\$48,756	\$64,723	\$422,503	\$456,285	7.40%		
	Revenue less expenses	\$24,874	\$42,798	(\$30,897)	(\$25,635)	(\$13,797)	(\$26,861)	\$1,564	(\$10,631)	\$2,467	(\$13,677)	(\$13,102)	(\$9,849)	(\$72,745)				

Appendix H: Non-Transcribed CEU Course Application

CEU COURSE CREDIT APPLICATION

FOR NON-TRANSCRIPTED CLASSES



First Name:

Last Name:

Title:

Organization:

Phone:

Email:

Summary of the program

Course Goals

Credit Hours:

Evaluation for Program Development

CEU COURSE CREDIT APPLICATION (CON'T)

FOR NON-TRANSCRIPTED CLASSES



Research Base for Program Development

References

Submit completed form to PSC Professional Development Committee:

Attn: Katie Rhodenbaugh
State Department of Education
PO Box 83720
Boise, ID 83720-0027

Professional Development Committee Decision

_____ Date _____