

APPROVED MINUTES OF THE STATE OF IDAHO PROFESSIONAL STANDARDS  
COMMISSION MEETING OF OCTOBER 8-9, 2015

**ATTENDANCE**

Members present at October 8 committee meetings: Allred, Chipman, Enger, Hedeem, Henry, Johnson, Koehler, McKinney, Meyer, Mikolajczyk, Nelson, Nuckols, Roark, Saffle, Sulfridge, Welton. SDE staff present: Colón, Haas, Lackey, Markland, Miranda, Schwab. Absent: Van Mullem, Zeydel. Guest: Brian Church.

Members present at the October 9 general meeting: Allred, Enger, Hedeem, Henry, Johnson, Koehler, McKinney, Meyer, Mikolajczyk, Nelson, Nuckols, Roark, Saffle, Sulfridge, Welton. SDE staff present: Colón, Haas, Lackey, Markland, Miranda, Schwab. Absent: Chipman, Van Mullem, Zeydel. Guest: Brian Church.

**AGENDA REVIEW/REVISIONS/APPROVAL**

Chair Esther Henry reported that the following New Business items would be added to the October 9 agenda: A. Meeting Times/Northern Idaho Flights; B. Commission Hearing Panel Chair Training.

**M/S (McKinney/Chipman): To approve the October 8-9, 2015, Commission meeting agenda as revised.** Motion carried unanimously.

**APPROVAL OF MINUTES**

**M/S (McKinney/Hedeem): To approve the July 30-31, 2015, Commission meeting minutes as printed.** Motion carried unanimously.

**CONSIDERATION OF STIPULATIONS/FINAL ORDERS BY FULL COMMISSION**

Deputy Attorney General Shasta Kilminster-Hadley provided the Commission with the Stipulation listed below. The Stipulation was agreed to by the respective Respondent and was recommended by Shasta Kilminster-Hadley and the Executive Committee for adoption by the Commission. The Commission members reviewed the Stipulation at the meeting and, having posed a question, voted as follows:

**M/S (McKinney/Welton): To accept the proposed Stipulation as written and enter the accompanying Consent Order in Case #21436 regarding the certificate of Jedediah Duquette.** Motion carried unanimously. Commission members Allred, Chipman, Henry, Nuckols, and Roark were recused from voting.

Deputy Attorney General Shasta Kilminster-Hadley provided the Commission with the Stipulation listed below. The Stipulation was agreed to by the respective Respondent and

was recommended by Shasta Kilminster-Hadley and the Executive Committee for adoption by the Commission. The Commission members reviewed the Stipulation at the meeting and, having posed a question, voted as follows:

**M/S (Nelson/Sulfridge): To accept the proposed Stipulation as written and enter the accompanying Consent Order in Case #21450 regarding the certificate of William Lower.** Motion carried unanimously. Commission members Allred, Chipman, Henry, Nuckols, and Roark were recused from voting.

Deputy Attorney General Shasta Kilminster-Hadley provided the Commission with the Stipulation listed below. The Stipulation was agreed to by the respective Respondent and was recommended by Shasta Kilminster-Hadley and the Executive Committee for adoption by the Commission. The Commission members reviewed the Stipulation at the meeting and, having posed a question, voted as follows:

**M/S (Nelson/McKinney): To accept the proposed Stipulation as written and enter the accompanying Consent Order in Case #21414 regarding the certificate of Scott Thompson.** Motion carried unanimously. Commission members Allred, Chipman, Henry, Nuckols, and Roark were recused from voting.

Deputy Attorney General Brian Church provided the Commission with the Stipulation listed below. The Stipulation was agreed to by the respective Respondent and was recommended by Brian Church and the Executive Committee for adoption by the Commission. The Commission members reviewed the Stipulation at the meeting and, having no questions or requests for discussion, voted as follows:

**M/S (Enger/McKinney): To accept the proposed Stipulation as written and enter the accompanying Consent Order in Case #21437 regarding the certificate of Elizabeth Moore.** Motion carried unanimously. Commission members Allred, Chipman, Henry, Nuckols, and Roark were recused from voting.

Deputy Attorney General Brian Church provided the Commission with the Stipulation listed below. The Stipulation was agreed to by the respective Respondent and was recommended by Brian Church and the Executive Committee for adoption by the Commission. The Commission members reviewed the Stipulation at the meeting and, having posed questions, voted as follows:

**M/S (McKinney/Enger): To accept the proposed Stipulation as written and enter the accompanying Consent Order in Case #21509 regarding the certificate of Deborah Waters.** Motion carried unanimously. Commission members Allred, Chipman, Henry, Nuckols, and Roark were recused from voting.

Deputy Attorney General Brian Church reviewed the background of and presented the proposed Findings of Fact, Conclusions of Law, and Final Order for consideration by the Commission in Professional Standards Commission Case #21534 regarding the certificate of Russell James Wood. Brian Church also recommended the adoption of the

Findings of Fact and Conclusions of Law as presented and that the Commission enter the Final Order revoking the certificate of Russell James Wood based upon his alleged misconduct and subsequent voluntary surrender of his teaching certificate. The Commission members reviewed the documents and, having no questions or requests for discussion, voted as follows:

**M/S (Enger/Nelson): To accept the proposed Findings of Fact and Conclusions of Law as written to revoke the teaching certificate of Russell James Wood and enter the accompanying Final Order in Case #21534 regarding the certificate of Russell James Wood.** Motion carried unanimously. Commission members Allred, Chipman, Henry, Mikolajczyk, Nuckols, and Roark were recused from voting.

## **ADMINISTRATIVE REPORT**

Commission administrator Lisa Colón (unless indicated otherwise) reported on the following.

1. A number of recommendations from the past academic year were presented at the August State Board meeting for State Board-approval consideration. Part of one of the entire approval packets submitted for approval consideration included proposed rule revision to clarify the intent of the educator credential renewal requirements for the Mathematics In-Service Program and the Idaho Comprehensive Literacy Course. The State Board requested further investigation of these renewal requirements and opted to not approve those specific recommendations or any of the other recommendations that were a part of that particular approval packet.

The intent is that most of the recommendations that were not approved by the State Board at its August meeting will be resubmitted for State Board approval consideration in 2016. The exceptions to this are the Computer Science and Engineering endorsements, which will be handled sooner to accommodate candidates graduating in the spring of 2016.

The following recommendations from the past academic year were presented at the August State Board meeting for approval consideration and were subsequently approved by the State Board:

- Idaho Foundation Standards for Communication Arts Teachers;
- Idaho Standards for Journalism Teachers;
- Idaho Standards for Speech and Debate Teachers;
- Idaho Standards for Blended Early Childhood Education/Early Childhood Special Education Teachers;
- Idaho Standards for Health Teachers;
- Idaho Standards for Physical Education Teachers;
- Idaho Foundation Standards for Social Studies Teachers;
- Idaho Standards for Economics Teachers;

- Idaho Standards for Geography Teachers;
  - Idaho Standards for American Government/Political Science Teachers;
  - Idaho Standards for History Teachers;
  - Idaho Standards for Teachers of the Blind and Visually Impaired;
  - Idaho Standards for Special Education Teachers of Students Who Are Deaf/Hard of Hearing;
  - Idaho Standards for School Psychologists;
  - Idaho Standards for School Social Workers.
2. The Idaho per diem for meals was recently increased. That meal allowance is now breakfast - \$11.25; lunch - \$15.75; dinner - \$24.75; and \$45 for the entire day. The increase will need to be reflected in future budget planning.
  3. The Idaho State University (ISU) program approval review was conducted September 19-22; the reports from that review will be forthcoming. The program approval review for Boise State University (BSU) will be held March 5-8, 2016.
  4. Upcoming 2015-2016 standards reviews include the following: Mathematics – November 12-13; Science – December 3-4; Elementary Education – January 21-22; Pre-Service Technology – January 28-29; and Visual/Performing Arts – February 11-12.
  5. As a part of recent staff travel, Cina Lackey participated in the ISEE Roadshow, and Lisa and Annette Schwab were a part of the ISU program approval review.
  6. As a part of upcoming staff travel, Annette, Shannon Haas, and Brian Church will attend the Professional Practices Institute; Lisa will attend a CCSSO (Council of Chief State School Officers)/NSCEE (National and State Collaboration for Educator Effectiveness) Supporting Principals Action Group meeting.

## **AUTHORIZATIONS COMMITTEE**

Chair Elisa Saffle reported that during their September 11 teleconference and their October 8 meeting, the Authorizations Committee recommended that the Commission approve the following new Teacher to New Certificate/Endorsement requests (for the 2015-2016 school year):

AARESTAD, Tiffany, Lake Pend Oreille #84, Generalist K/12  
 AUSTIN, Ellen, Minidoka County Joint #331, School Principal Pre-K/12  
 BALDUS, Janice, Nezperce Joint #302, Natural Science 6/9  
 BARKER, Kevin, New Plymouth #372, Superintendent  
 BAXTER, Nicole, Emmett #221, Director of Special Education  
 BERGQUIST, Nicole, Middleton #134, Biological Science 6/12  
 BIRD, Troy, Cassia County Joint #151, Biological Science 6/12  
 BOURNER, Timothy, New Plymouth #372, Health 6/12  
 BRANZ, Jennifer, Wallace #393, Earth Science 6/12

CADE, Anthony, American Falls Joint #381, English 6/12  
 CHESTNUT, Dennis, Horseshoe Bend #73, Superintendent  
 CODLING, Heidi, Fremont County Joint #215, Spanish 6/12  
 COLE, Jennifer, Minidoka County Joint #331, Generalist K/12; All Subjects K/8  
 CROTTY, Joseph, Boise #1, Physics 6/12  
 DAHL, Nancy, Lapwai #341, Generalist K/12  
 DAVIDSON, Maaike, North Valley Academy #465, French 6/12  
 DIFFEY, Steve, Middleton #134, Generalist K/12  
 EDMUNSON, Clete, New Plymouth #372, School Principal Pre-K/12  
 EISENTRAGER, James, Nampa Christian Schools #573, School Principal Pre-K/12  
 ELISON-CHANG, Pandi, Preston Joint #201, School Principal Pre-K/12  
 GATES, Janet, West Ada #2, Teacher Librarian K/12  
 GATFIELD, Misty, Emmett #221, Generalist K/12; All Subjects K/8  
 GREGORY, Sarah, Lake Pend Oreille #84, Early Childhood Special Education Pre-K/3  
 GROVER, Camille, Kimberly #414, Teacher Librarian K/12  
 HARRIS, Melinda, Preston Joint #201, History 6/12  
 HASZ, Rebecca, Lakeland Joint #272, Psychology 6/12  
 HAY, Mildred, Bruneau-Grand View Joint #365, Generalist K/12; All Subjects K/8  
 HILL, Sara, Lapwai #341, Generalist K/12  
 HIRAI, Jennifer, Wendell #232, Mathematics 6/12  
 HOFF, Rosemary, West Ada #2, Generalist K/12  
 HOGE, Sharon, Blackfoot #55, Drama 6/12  
 HOLTRY, Matthew, Homedale Joint #370, School Principal Pre-K/12  
 HOOPES, Jodi, Bonneville Joint #93, All Subjects K/8  
 HYDE, Nicholas, Preston Joint #201, Physical Education 6/12  
 JOHNSON, Kyle, Bonneville Joint #93, Generalist K/12  
 LAMBSON, Kathryn, Blackfoot #55, Early Childhood Special Education Birth-Grade 3  
 LINGARD, Erica, Orofino Joint #171, Physics 6/12  
 LOWER, William, Rockland #382, American Government/Political Science 6/12  
 MCKINNEY, Charlotte, Mountain View #244, Mathematics-Basic 6/12  
 MCMANUS, John, McCall-Donnelly Joint #421, Spanish 6/12  
 MEYER, Victoria, Valley #262, Chemistry 6/12  
 MILLER, Kimberly, Cassia County Joint #151, Early Childhood Special Education Pre-K/3  
 MOW, Michael, Snake River #52, Health K/12  
 MUNDY-CASTLE, Jenny, West Ada #2, English as a New Language K/12  
 NUXOLL, Bruce, Mountain View #244, Mathematics 6/12  
 NUXOLL, Marci, Mountain View #244, Early Childhood Special Education Birth-Grade 3  
 PACKER, Scott, Bruneau-Grand View Joint #365, Generalist K/12; All Subjects K/8  
 PADILLA, Dennyse, Boise #1, Spanish K/12  
 PENNEY-PINKHAM, D'Lisa, Lapwai #341, School Principal Pre-K/12  
 PRITIKEN, Jessica, Heritage Community Charter #481, All Subjects K/8; Literacy K/12  
 RAMIREZ, LuAnna, Marsh Valley Joint #21, Generalist K/12  
 RIGGERS, Christine, Nezperce Joint #302, Biological Science 6/12  
 SAUER, Brett, Compass Charter #455, All Subjects K/8

SHRIVER, Mary, West Ada #2, Generalist K/12  
SILCOCK, Melissa, Cassia County Joint #151, Mathematics 6/12  
SIMMONS, Kaitlyn, Bonneville Joint #93, Generalist K/12  
SMITH, Ameer, West Ada #2, Generalist K/12  
SMITH, Clynton, Cassia County Joint #151, History 6/12  
SOUSA, Jennifer, West Ada #2, Generalist K/12  
STELZNER, Darci, Sage International #475, Biological Science 6/12  
TANNER, Evelyn, West Ada #2, Generalist K/12  
TELFORD, Neva, Madison #321, Earth Science 6/12; Biological Science 6/12  
WILBER, Derek, West Ada #2, English as a New Language K/12  
YOUNG, Greg, West Ada #2, Generalist K/12

During their September 11 teleconference and their October 8 meeting, the Authorizations Committee recommended that the Commission approve the following renewal Teacher to New Certificate/Endorsement requests (for the 2015-2016 school year):

ANSELMO, Paul, West Bonner County #83, Superintendent (2)  
BRADSHAW, Chester, Rockland #382, Superintendent (3)  
FOUDY, James, McCall-Donnelly Joint #421, Superintendent (2)  
GANTT, Caroline, Boise #1, English as a New Language (3)  
HARMON, Heather, Coeur d'Alene #271, Chemistry 6/12 (2)  
HAROLDSON, Heather, Mackay Joint #182, Birth/Grade 3 (3)  
HEARTBURG, Kelby, Nezperce Joint #302, Business Technology Education 6/12 (3)  
IHENKORO, Jordelle, Aberdeen #58, Generalist K/12; Early Childhood Special Education Pre-K/3 (2)  
PATTERSON, Leigh, Mackay Joint #182, Superintendent (2)  
REGGEAR, Kelly, Orofino Joint #171, Generalist K/12 (3)  
SCHWAB, Travis, Madison #321, Director of Special Education (3)  
SEVERE, Branden, Cassia County Joint #151, Biological Science 6/12; Natural Science 6/12 (2)  
SHEPPARD, Amy, Lakeland #272, Generalist K/12 (2)  
SLOCUM, Melissa, West Ada #2, Gifted and Talented K/12 (2)  
SMITH, Allison, Troy #287, Generalist K/12 (2)  
SPRIGGS, Robert, Glens Ferry Joint #192, School Principal Pre-K/12 (2)  
STANDS, Stacey, Boise #1, Literacy K/12 (3)  
SURERAS, Lorrie, Snake River #52, Teacher Librarian K/12 (2)  
VANDERGRIF, Deann, Post Falls #273, Generalist K/12 (2)  
YOUNG, Loretta, West Ada #2, Generalist K/12 (2)

During their September 11 teleconference and their October 8 meeting, the Authorizations Committee recommended that the Commission approve 158 Content Specialist Endorsement requests (for the 2015-2016 school year). There was 1 Content Specialist Endorsement request (for the 2015-2016 school year) that was denied.

Authorizations Committee members also discussed 1) alternative certification applications that require multiple requests for additional information and 2) a possible appeal process for denied applications and the need for full-Commission consideration of those. Lisa Colón and Christie Miranda agreed to work on gathering alternative certification data by region and by district population.

**The Commission ACCEPTED the report of the Authorizations Committee.** Motion carried unanimously.

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

Chair Ginny Welton reported that committee members reviewed the section of the Commission working plan that applies to their committee and made some proposed revisions to the document that will eliminate goals the committee does not have resources or authority to act on. Members will continue their effort on the working plan in January. They are also discussing the development of additional materials on the use of social media. The committee requested that a Commission staff member be assigned to attend their meetings and help with their work, as is done with the other Commission committees.

**The Commission ACCEPTED the report of the Professional Development Committee.** Motion carried unanimously.

## **BUDGET SUBCOMMITTEE**

Chair Laural Nelson reported that for the month ending July 31, 2015, revenue was \$78,756; expenditures were \$50,982, with revenue exceeding expenditures by \$27,774. She also noted that there were three pay periods in July, and the Salaries, Benefits line item now includes salaries of the Certification staff as well. For the month ending August 31, 2015, revenue was \$78,985; expenditures were \$49,702, with revenue exceeding expenditures by \$29,283.

As requested, Lisa Colón presented to the Commission a proposal/supporting data for a sliding scale fee for renewal certification. Initial certification/certificate renewal fees for Idaho educators support the work of the Department of Education's Certification/Professional Standards Division. The \$75-per-five-years fee has remained the same since 2003. Operational cost in the division has not remained as static as the fees that fund it. Additionally, the Certification workload increases/declines throughout the year. The turnaround time from certification/renewal application to receipt of certificate can vary from one week to ten weeks, depending upon the time of year. The total number of certification/renewal applications received during 2013-2014 was 6,647. As teachers rushed to become recertified before the coming school year, about 50 percent of all renewals during 2013-2014 were received in June, July, and August; almost 40 percent of all renewals during that same year were processed in August, September, and October, thus creating the usual summer back-log. As may be expected, the delayed

turnaround time for certificates is frustrating for school districts that are working to finalize teacher contracts.

The proposed sliding scale fee for renewal certificates only calls for a \$75 fee during the months of October, November, December, January, February, and March; an \$85 fee during the months of April, May, and June; a \$95 fee during July and August; and a \$115 (\$95 plus \$20 late fee) fee in September. This proposed change in fees would still provide teachers the opportunity to recertify for only \$75-per-five-years and would relieve some of the summer back-log and allow Certification staff to provide better customer service to teachers by getting their certificates to them in a timelier manner. The incremental increases over several months would bring in extra revenue for Certification/Professional Standards, thus protecting the Department of Education and Professional Standards Commission from having to allocate even more general funds to this nearly self-sustaining division.

**M/S (McKinney/Welton): To have Lisa Colón present the proposed sliding scale fee for renewal certification only to State Superintendent Sherri Ybarra.** Motion carried unanimously.

**The Commission ACCEPTED the report of the Budget Subcommittee.** Motion carried unanimously.

## **STANDARDS COMMITTEE**

In Chair Heather Van Mullem's absence, committee member Deb Hedeem reported on the following committee discussion items (unless indicated otherwise):

1. Committee members once again discussed the need to replace the Technology Education Praxis II test with the Computer Science Praxis II test for Computer Science endorsement candidates.

**M/S (Enger/Nelson): To replace the Technology Education Praxis II test with the Computer Science Praxis II test with a cut score of 171 for the Computer Science endorsement candidates.** Motion carried unanimously.

2. During the recent Northwest Nazarene University (NNU) program approval review, participants recognized the importance of providing an explanation to each Unacceptable standard for all programs. Consequently, in the future justification/rationale will be provided by the state team for any performance indicator/standard rated as Unacceptable. This new component will be added to the review process, thus helping those who review the materials, as well as the institution, in terms of knowing how to improve the standard.
3. State-specific requirements were piloted during the recent NNU program approval review. State-specific requirements focus on clinical practice as well as other components of effective teaching practices determined by legislation or State



Department of Education mandate. They currently include the math, literacy, and technology requirements that Idaho institutions must now be addressing in their programs and, in the near future, will also include certification requirements beyond competencies. Lisa Colón expects to present the state-specific requirements with the additional certification requirements included at the January Commission meeting.

4. The committee discussed institutional recommendations in relation to student teaching and the minimum number of observations that should be required during the student teaching experience. Best practice shows that a minimum of three are necessary. It must also be decided if the minimum number required should be stated in rule under certification language or in the Manual of Instructions for State Approval of Idaho School Personnel Preparation Program. The Institutions of Higher Education (IHE) Coalition and Idaho Association of Colleges for Teacher Education (IACTE) will review this issue of the minimum required student teaching observations and report back to the committee.
5. Higher education certification requirements were discussed, specifically the Idaho Comprehensive Literacy Course and Assessment and also Mathematical Thinking for Instruction (MTI). Idaho Higher Education Literacy Partnership (IHELP), a collaboration of higher education personnel, has been working very hard to ensure that the standards around literacy are being addressed in the state. Committee members suggested that it would be worthwhile to have a similar group in mathematics.
6. In the recent past, the State Board legally interpreted IDAPA rule in such a way that an Elementary Certificate supersedes a core K-12 endorsement, allowing an educator who holds both to teach only to grade 8 and not allowing a student in a high school class being taught by such an educator to receive high school credit; the State Board solution was to combine the Elementary Certificate and the Secondary Certificate into one K-12 certificate with endorsements under it. IACTE discussed this and wishes to have the endorsement determine what an educator can teach, as earning an endorsement is equivalent to meeting the requirements to be highly qualified in the endorsement area. IACTE has responded to the State Board, including proposing another option for resolving the issue, expressing concern that the issue did not follow the usual channel of submission to the Commission for consideration, and providing a definition of the word “certificate.”
7. The committee reviewed the Commission working plan and Procedures Manual and made some revisions to the two documents. Their proposed revisions will be forwarded to Annette Schwab. The committee has recommended that Lisa Colón and Annette Schwab collaborate on pages 26 and 27 (Revising and Adopting Certification Standards and Endorsements) of the Procedures Manual and align them with the current working plan. Committee members would like to review the drafts of the two documents again in January.

**The Commission ACCEPTED the report of the Standards Committee.** Motion carried unanimously.

## **EXECUTIVE COMMITTEE**

Chair Esther Henry reported that the Executive Committee met with Deputy Attorney General Shasta Kilminster-Hadley, Deputy Attorney General Brian Church, Shannon Haas, and Annette Schwab to discuss ethics case information.

**M/S (Mikolajczyk/Chipman): To move the Executive Committee into Executive Session to review and discuss investigation records exempt from disclosure as prescribed by Idaho Code §67-2345(d).** Motion carried unanimously.

Shasta Kilminster-Hadley and Brian Church reviewed the cases needing Executive Committee decisions.

**M/S (Chipman/Nuckols): To move the Executive Session of the Executive Committee into Open Session to vote on investigation records exempt from disclosure as prescribed by Idaho Code §67-2345(d).** Motion carried unanimously.

Esther Henry reported that the Executive Committee discussed 8 cases; found no probable cause in 1 case; and found probable cause in 7 of those cases. Actions taken in the 7 cases included 3 letters of reprimand with conditions; 3 certificate suspensions with conditions; and 1 case with adjusted conditions. There are currently 2 cases on hold; 2 cases under investigation; 2 cases awaiting respondent reply; 2 cases in which the Administrative Complaint has been filed; and 29 cases with staff/deputy attorney general pending action.

The committee reviewed the Commission Procedures Manual and working plan and submitted suggested changes to Annette Schwab. Members discussed the following with Brian Church: 1) apparent confusion on the part of applicants over the terms “arrest” and “conviction” on the certification application and 2) a possible need to amend Idaho Code §33-1209(4) to allow the ethics hearing panel to assess attorney fees, investigator costs, and costs associated with the hearing to be paid by the respondent, per the hearing panel’s discretion. Brian will provide proposed language changes in January for both of the two above-mentioned situations.

Committee members discussed listing the public record ethical violations/actions of educators on the Commission website.

**M/S (Mikolajczyk/Nuckols): To have the full Commission publish on the Commission website the names, case numbers, dates, and final orders, including, but not limited to, approved stipulations, findings of fact, and conclusions of law, in public record Commission ethics cases.** Motion carried unanimously.

It was suggested that brief descriptions of the terms “stipulation,” “findings of fact,” “conclusions of law,” and “final order” precede the list of published ethics cases on the website.

**The Commission ACCEPTED the report of the Executive Committee.** Motion carried unanimously.

## **LEADERSHIP TEAM**

Vice Chair Mikki Nuckols reported that the Leadership Team met by teleconference on September 23. At that time, Lisa Colón gave the team a brief summary of her administrative report for the upcoming October Commission meeting. The team also reviewed the October full Commission meeting agenda and the budget and moved the date of the next team teleconference from December 23 to December 16.

**The Commission ACCEPTED the report of the Leadership Team.** Motion carried unanimously.

## **NEW BUSINESS**

### **Meeting Times/Northern Idaho Flights**

Because of the arrival times of flights from northern Idaho to Boise on the first day of Commission meetings, members on those flights cannot get to the meeting site by the full Commission 8:30 a.m. meeting start time. Members made the decision to move the first-day Commission meeting start time back to 9:00 a.m., effective January of 2016. On those days, the Budget Subcommittee will meet from 8:30 a.m. to 9:00 a.m.

### **Commission Hearing Panel Chair Training**

Commission members discussed the need for a hearing panel chair training in the near future. The Commission periodically conducts the trainings (most recently in conjunction with a Commission meeting) for hearing panel chair persons and maintains a list of the participants who have been trained. Hearings are held when certificated educators have requested a due process hearing concerning their Commission ethics investigations. By statute, the chair of this type of due process hearing must be a former Commission member. It is from the above-mentioned list of trained chairpersons that the chair for any ethics hearing is selected. In light of the fact that the schedules of three participating attorneys must be coordinated for the training, members gave Commission staff the authority to schedule the hearing panel chair training for the near future.

## **COMMUNICATION PLAN**

Deb Hedeem reported that items of interest in these meeting minutes for member communication to constituencies include the following:

- **New State Meal Limits.** Idaho per diem for meals has recently been increased. Meal limits are now as follows: breakfast - \$11.25; lunch - \$15.75; dinner - \$24.75; entire day - \$45 (see page 3, ADMINISTRATIVE REPORT, item 2).
- **Recent Program Approval Review.** ISU (see page 3, ADMINISTRATIVE REPORT, item 3).
- **Upcoming Program Approval Review.** BSU – March 5-8, 2016 (see page 3, ADMINISTRATIVE REPORT, item 3).
- **Upcoming Standards Reviews.** Math – November 2015; Science – December 2015; Elementary Education – January 2016; Pre-Service Technology – January 2016; Visual/Performing Arts - February 2016 (see page 3, ADMINISTRATIVE REPORT, item 4).
- **Alternative Certification Data.** The 251 requests for alternative certification considered at the October Commission meeting were as follows: Teacher to New – 92; Content Specialist – 158; Content Specialist Denied – 1. The 541 requests for alternative certification approved during 2014-2015 were as follows: Provisional Authorization – 149; Teacher to New – 230; Content Specialist – 56; Pupil Personnel Services – 3; ABCTE – 103. During 2014-2015, there were a total of 18,434 certificated teachers with a certificated assignment. Commission website currently has alternative certification information by district; staff will add alternative certification information by region and student population of district in the near future. An appeal process for a denied alternative authorization application is being discussed (see page 4, AUTHORIZATIONS COMMITTEE).
- **Professional Development Committee.** Working on revising their portion of the Commission working plan; members are interested in developing additional materials on social media use (see page 7, PROFESSIONAL DEVELOPMENT COMMITTEE).
- **Budget Subcommittee.** Discussion on proposed sliding scale for renewal certification only. Fees would be:  
 \$75 – October, November, December, January, February, March  
 \$85 – April, May, June  
 \$95 – July, August  
 \$115 – September (renewal plus late processing fee)  
 This proposal will be presented to Superintendent Ybarra (see page 7, BUDGET SUBCOMMITTEE).
- **Standards Committee.** Technology Education Praxis II test will be replaced with the Computer Science Praxis II test with a cut score of 171 for Computer Science endorsement candidates. In future higher education program approval reviews, an explanation will be provided for each Unacceptable standard for all programs. Higher education groups are working to determine the required minimum number of observations during student teaching and where to place this information in rule. IHELP is working to ensure standards around literacy are being addressed in the state; a similar group is needed in math. IACTE has sent a letter to the State Board with a definition of “certificate.” (See page 8, STANDARDS COMMITTEE.)

- **Executive Committee.** Names, findings of fact, and final orders in ethics cases will be included on the Commission website (see page 10, EXECUTIVE COMMITTEE).
- **Leadership Team.** Next teleconference was moved from December 23 to December 16 (see page 11, LEADERSHIP TEAM).
- **New Business.** January 7 Commission meeting will start at 9 a.m. instead of 8:30 a.m. A Commission hearing panel chair training will be scheduled in the near future (see page 11, NEW BUSINESS).

## **ADJOURNMENT**

**M/S (Sulfridge/Enger): To adjourn the meeting.** Motion carried unanimously.

The meeting adjourned at 11:45 a.m.

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Mary Jane Markland, Secretary  
Professional Standards Commission

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Lisa Colón, Administrator  
Professional Standards Commission