



Approved February 2, 2023:

MINUTES OF THE IDAHO PROFESSIONAL STANDARDS COMMISSION (PSC)

THURSDAY, DECEMBER 1, 2022

Commission Chair Marianne Sletteland called the meeting to order at 10:02 a.m.

Commission Members Present, Morning Session: Vanessa Anthony-Stevens, Stephanie Brodwater, Tate Castleton, Kristi Enger, Angela Gillman, Chanel Harming, Lance Harrison, Katie Horner, Stacey Jensen, Ramona Lee, Amy McBride, Peter McPherson (10:21 a.m.), Jamee Nixon, Karen Pyron, MeLissa Rose, Marianne Sletteland, Emma Wood

Commission Members Absent, Morning Session: Lori Sanchez

Commission Members Present, Afternoon Session: Stephanie Brodwater, Tate Castleton, Kristi Enger, Angela Gillman, Chanel Harming, Lance Harrison, Katie Horner, Stacey Jensen, Ramona Lee, Amy McBride, Peter McPherson, Jamee Nixon, Karen Pyron, MeLissa Rose, Marianne Sletteland

Commission Members Absent, Afternoon Session: Vanessa Anthony-Stevens, Lori Sanchez, Emma Wood

1. December Agenda Review/Approval

M/S (Harrison/Pyron)

I move to approve the December 1, 2022, agenda as written, with the point of clarification that case number 22222 be discussed during the afternoon session of the full Commission.

Voice vote. **Motion Carries.**

2. September 15-16, 2022 Minutes Review/Revision/Approval

M/S (Enger/Wood)

I move to approve the minutes from the September 15-16, 2022, meeting as written.

Voice vote. **Motion Carries.**

3. Process for Initial Complaint Reviews when Chief Certification Officer or PSC Investigator are Unavailable or Unable to Participate in the Review Process Outlined in Idaho Code §33-1209(1).

No standard procedure exists for conducting an initial complaint review when either the Chief Certification Officer or PSC Investigator is unavailable or required to recuse from the initial complaint review. The approved procedure will be added to the PSC Manual.

M/S (Brodwater/Pyron)

I move that the Professional Standards Commission adopt a procedure for initial complaint reviews that allows the Chief Certification Officer, PSC Investigator, and assigned Deputy Attorney General to select a designee when either the Chief Certification Officer or PSC Investigator are unavailable or unable to participate in the review process outlined in statute §33-1209(1).

Voice vote. **Motion Carries.**

4. Consideration of Final Orders/Stipulation Adoptions

Case # 22216 M/S (Enger/Gillman)

In case number 22216, concerning the certificate of Travis Angell, I move that the Professional Standards Commission accept the proposed stipulation as written and enter the accompanying consent order, which will be effective once signed.

Roll call: Anthony-Stevens - yes, Brodwater - yes, Castleton - yes, Enger - yes, Gillman - yes, Harming - recuse, Harrison - recuse, Horner - recuse, Jensen - yes, Lee - recuse, McBride - yes, McPherson - recuse, Nixon - recuse, Pyron - yes, Rose – recuse, Sanchez - absent, Sletteland - yes, Wood – yes. **Motion Carries.**

Case # 22224 M/S (Harming/Horner)

In case number 22224, concerning the certificate of James Cupps, I move that the Professional Standards Commission accept the proposed stipulation as written and enter the accompanying consent order, which will be effective once signed.

Roll call: Anthony-Stevens - yes, Brodwater - yes, Castleton - yes, Enger - recuse, Gillman - yes, Harming - recuse, Harrison - recuse, Horner - recuse, Jensen - yes, Lee - recuse, McBride - yes, McPherson - recuse, Nixon - recuse, Pyron - yes, Rose – recuse, Sanchez - absent, Sletteland - yes, Wood – yes. **Motion Carries.**

Case # 22214 M/S (Harming/Pyron)

In case number 22214, concerning the certificate of Tracy Housh, I move that the Professional Standards Commission accept the proposed stipulation as written and enter the accompanying consent order, which will be effective once signed.

Roll call: Anthony-Stevens - yes, Brodwater - yes, Castleton - yes, Enger - yes, Gillman - yes, Harming - recuse, Harrison - recuse, Horner - recuse, Jensen - yes, Lee - recuse, McBride - yes, McPherson - recuse, Nixon - recuse, Pyron - yes, Rose – recuse, Sanchez - absent, Sletteland - yes, Wood – yes. **Motion Carries.**

Case # 22221 M/S (Harming/Pyron)

In case number 22221, concerning the certificate of Jan McCarthy, I move that the Professional Standards Commission accept the proposed stipulation as written and enter the accompanying consent order, which will be effective once signed.

Roll call: Anthony-Stevens - yes, Brodwater - yes, Castleton - yes, Enger - yes, Gillman - yes, Harming - recuse, Harrison - recuse, Horner - recuse, Jensen - yes, Lee - recuse, McBride - yes, McPherson - recuse, Nixon - recuse, Pyron - yes, Rose – recuse, Sanchez - absent, Sletteland - yes, Wood – yes. **Motion Carries.**

Case # 22222 M/S (Enger/Harming)

In case number 22222, concerning the certificate of Kevin Shepherdson, I move that the Professional Standards Commission accept the proposed stipulation as written and enter the accompanying consent order, which will be effective once signed.

Roll call: Anthony-Stevens - absent, Brodwater - yes, Castleton - yes, Enger - yes, Gillman - yes, Harming - recuse, Harrison - recuse, Horner - recuse, Jensen - yes, Lee - recuse, McBride - yes, McPherson - recuse, Nixon - recuse, Pyron - yes, Rose – recuse, Sanchez - absent, Sletteland - yes, Wood – absent. **Motion Carries.**

4. Administrative Report – ATTACHMENT A

Bethani Studebaker, PSC Administrator, presented the Administrative Report.

Karen Pyron asked if there is any indication that PSC staff will remain intact after the Department's transition to the new Superintendent of Public Instruction. Studebaker replied that Department staff has no information at this time. The incoming Superintendent's transition team is currently scheduling meetings with Department

leadership and division directors, and the PSC will be advised of any changes as soon as PSC staff know of them. Peter McPherson confirmed that the transition process is underway. Lance Harrison mentioned that it would be best for K-12 education if the transition occurred at the end of the school year, rather than mid-school year.

5. Office of the State Board of Education (OSBE) Report - ATTACHMENT B

Katie Shoup, Educator Effectiveness Coordinator at OSBE, presented the Office of the State Board Report.

Rural and Underserved Educator Incentive Program: 550 applications have been submitted so far; incentives will be awarded, on a first-come, first-served basis, provided the applicant meets the required number of points on an identified rubric. OSBE has limited funding for about 500 applicants. Applicants will be notified by the end of December.

Teacher Apprenticeship Program: Working group being established. Comments can be shared with Tracie Bent at OSBE.

Accelerating Math Learning Collaborative Grant: Created to improve grades 3-9 mathematics instruction and assessment. BSU, ISU and UI were awarded one-time funds to each work with 2 regions and provide professional development that will be available state-wide.

Educator Preparation Program Review Process Working Group: Will be put together soon and will probably start in January.

Helen Henderson commented that she and Bethani Studebaker have both approached Shoup to serve on this working group, as this group's work will affect the work of the PSC Standards Committee.

6. Committee Reports

a. Operations Committee Report – ATTACHMENT C

Committee chair Marianne Sletteland provided the Operations Committee Report.

b. Recruitment, Retention, and Authorizations Committee Report – ATTACHMENT D

Committee chair Karen Pyron provided the Recruitment, Retention, and Authorizations Committee Report.

c. Executive Committee Report – ATTACHMENT E

Committee chair Chanel Harming presented the Executive Committee Report.

Upon completion of the Committee Reports, Angela Gillman asked what guidance is available from the Department regarding the dyslexia training requirements. Bethani Studebaker shared the requirements specified in Section 33-1811, Idaho Code. These requirements are phased in over time as follows:

- **No later than the beginning of the 2023-2024 school year**, identified staff involved in the instruction of students in kindergarten through grade 5 are required to have received professional development specific to providing instruction and intervention to students with characteristics of dyslexia;
- **No later than the beginning of the 2023-2024 school year**, all teachers, administrators and school counselors with an instructional certificate in grades 6 through 12 are required to have received professional development on the characteristics of dyslexia.

While professional development (PD) is required by law by the beginning of the 2023-2024 school year, the method of delivery and the hours or credits are not defined in the law.

Another requirement pertains to recertification; those with certain certifications are required to earn one (1) or more credits in dyslexia in order to recertify after the beginning of the 2025-2026 school year. The law requires the SDE to maintain a list of courses, but the law does not limit professional development to the list of courses provided by the SDE. The SDE is still trying to digest how to determine whether a course meets the requirements of law. The course can be one (1) transcribed credit or a 15-hour PD course using a *District Approved Inservice* form.

Lance Harrison asked about how the PD requirements apply to instructional paraprofessional staff. Studebaker replied that administrative rule identifies a paraprofessional as one who assists instructional staff and must work under the direct supervision of a properly certificated staff member. Paraprofessionals should not be providing direct instructions to students. It's the LEA's obligation to ensure that all instructional staff receive this PD.

The guidelines for PD must align with the Idaho Comprehensive Literacy Plan and the state dyslexia handbook. That there is currently no State Board of Education-approved dyslexia handbook is a complicating factor in the implementation of the law.

M/S (Gillman/Nixon)

I move to adjourn the meeting. Voice Vote. **Motion carries.**

Meeting adjourned at 5:22 p.m.



Administrative Report – December 1, 2022

General Housekeeping Items

- Change in PSC Secretary Position
- PSC Travel Accommodation Process Change

Proposed Revisions to Board Policy IV.B.10, Instructional Staff Endorsements

August 2021: Board approved proposed rule Dockets 08-0201-2101, 08-0202-2102, and 08-0203-2101. Initiating amendments pursuant to Zero Based Regulation Initiative.

October 2021: Board approved omnibus rule for IDAPA 08, incorporating proposed rule amendments approved at the August 2021 Board meeting.

June 2022: Board approved the first reading of proposed changes to Board Policy IV.B., adding instructional staff certificate endorsements that had been removed from Idaho Administrative Code 08.02.02 effective March 15, 2022.

August 2022: Board approved the second reading of proposed changes to Board Policy IV.B.

- The first reading of Board Policy IV.B.10- Instructional Staff Certification Endorsements took place at the October 2022 Board meeting. The Board approved the first reading of the presented endorsements with the exception of recommendation made to the Humanities endorsement.
- The proposed revisions and OSBE staff comments and recommendations can be reviewed at the following link: <https://boardofed.idaho.gov/meetings/board/archive/2022/1019-2022/06PPGA.pdf?cache=1669766067169> (TAB 4- Page 1)
- The endorsements are currently open for public comment with an expected second reading at the December 21, 2022, meeting of the State Board of Education. Public comment - email to Tracie Bent (Tracie.Bent@osbe.idaho.gov)

IDAPA 08.02.02- Rules Governing Uniformity

The Office of the State Board of Education proposed technical changes to IDAPA 08.02.02.

Proposed changes can be reviewed at the following link:

<https://boardofed.idaho.gov/meetings/board/archive/2022/111422/01PPGA.pdf?cache=1670015149717> (TAB 3- Page 1)

Educator Preparation Program Reviews

- Boise State University - April 9-11, 2023.



Professional Standards Commission
Office of the State Board of Education Report
December 1st, 2022

- ❖ Rural and Underserved Educator Incentive Program Update
- ❖ Teacher Apprenticeship Program (Traci Bent)
- ❖ Accelerating Math Learning Collaborative
- ❖ EPP Review Process Working Group

IDAHO PROFESSIONAL STANDARDS COMMISSION

PO Box 83720 Boise ID 83720-0027 · www.sde.idaho.gov/cert-psc/psc/



Operations Committee Meeting

Physical Location: 650 W State Street, Boise; Lewis and Clark Conference Room, Second Floor

Phone: 1 (253) 215-8782, Meeting ID 208 332 6879

December 1, 2022

Members present: Marianne Sletteland, Chanel Harming, Kristi Enger, Karen Pyron, Angela Gillman

Members absent: none

Staff present: Helen Henderson, Bethani Studebaker

Committee brought to order at 8:02 a.m.

1. Agenda and Minutes Review/Discussion – Information Item

Agenda Motion for Full PSC: I move to approve the December 1, 2022, agenda as written.

Minutes Motion for full PSC: I move to approve the minutes of the September 15-16, 2022, meeting as written (or amend)

New Member: Stephanie Brodwater, Post Falls School District – classroom teacher

2. FY23 Income and Expenditures Report – Information Item

September 2022

Revenue from certification fees: \$50,260

Expenditures, including salaries and benefits: \$62,160

Transactions balanced; expenditures exceeded revenue by \$11,900

Note: 3 paycheck month resulted in increased salary and benefit expenditure

October 2022

Revenue from certification fees: \$43,635

Expenditures, including salaries and benefits: \$47,525

Transactions balanced; expenditures exceeded revenue by \$3,890

As of November 1, 2022, 63% of PSC Spending Authority remains.

The following table provides an income/expenditure overview of the last 4 fiscal years. Months with shading are months during which expenditures exceeded income.

FY	07	08	09	10	11	12	01	02	03	04	05	06
2022												
2021												
2020												
2019												

3. PSC Discussion

Meeting venue

Due to workload and transition at the SDE, December PSC travel costs could not be justified. We will remain virtual for December and February meetings.

Keep winter meetings – November/December and January/February meetings – on Zoom

Provides opportunities to bring in PD for our members, due to an increase in travel savings

Meaningful professional development

Due to two virtual meetings, PSC will have a little extra money in the budget-Will allow PSC to offset training/presentation costs

Is there a menu of PD that we can provide? What PD is available for what our priorities are?

Recommendations from commission members can be shared with PSC staff-Start compiling a list of PD opportunities.

List will be needed for our April meeting to allow for a discussion on what options might best fit the PSC needs

Substitute reimbursement – business practice amendment

Current practice-Pay substitute reimbursement to districts and charters starting on the 6th PSC meeting day. Per statute, a district must allow K-12 staff 5 days off to serve on statutory committees, and the other days off are at the district's discretion. This might be why the reimbursement process has been what it is. There is no requirement in code or rule that reimbursement cannot be paid until the 6th day.

New practice – PSC to reimburse the district each day of substitute cost for each instructional staff member serving on the PSC, rather than beginning at the 6th day. This would be alignment with other SDE committees that reimburse districts and charters for every day the substitute is needed.



Authorizations Committee Meeting

650 W State Street, Boise; Executive Conference Room, Second Floor

Thursday, December 1, 2022

Members present: Karen Pyron, Marianne Sletteland, Angela Gillman, Amy McBride, Stephanie Brodwater, Tate Castleton

Staff present: Mandy Fulbright, Cina Lackey

1. PSC Staff Issuance Report – Information Item

- PSC Staff submitted seventy-six (76) Emergency Provisional Applications to be reviewed October 19, 2022 meeting of the State Board of Education. Seventy-six (76) applications were approved.
- PSC Staff submitted eighty-seven (87) Emergency Provisional Applications to be reviewed December 21, 2022.
- PSC Staff approved 348 completed Alternative Authorizations.

Alternative Authorization Type	Applications Approved
Content Specialist	157
Teacher to New Certificate	13
Teacher to New Endorsement	137
Pupil Service Staff	23
CTE-Content Specialist	7
CTE – Teacher to New Certificate	1
CTE – Teacher to New Endorsement	10
Totals	348

2. Review/Approval Determination of Atypical Alternative Authorizations Applications Received by the State Department of Education – Action Items.

- The Authorizations Committee reviewed fifty-five (55) atypical Alternative Authorizations application.

Alternative Authorization Type	Applications Approved	Applications Not Approved	Applications Moved to Next Meeting	Total Applications Reviewed
Content Specialist	29	2	11	42
Teacher to New Certificate				
Teacher to New Endorsement	9		2	11
Pupil Service Staff	2			2
CTE-Content Specialist				
CTE – Teacher to New Certificate				
CTE – Teacher to New Endorsement				
Totals	40	2	13	55

- Brought in Dr. Catherine Beals, SDE’s Mathematics Coordinator to discuss the Teaching Mathematical Thinking registration. Certification team will collaborate with Dr. Beals in regards to creating a flier to be included with their certificate to register for the class early.
- Provided update on guidance video. Now uploaded on the Alternative Authorization page.

IDAHO PROFESSIONAL STANDARDS COMMISSION

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Executive Committee Meeting

650 W State Street, Boise; Lewis & Clark Conference Room, Second Floor

Thursday, December 1, 2022

Members present: Chanel Harming, Lance Harrison, Katie Horner, Ramona Lee, Peter McPherson, Jamee Nixon, MeLissa Rose

Staff present: Annette Schwab and Robert Berry

M/S (PM/JN): Under Idaho Code 74-206 (1)(d), to move the Executive Committee into Executive Session to consider investigatory records exempt from disclosure under Chapter 1 of Title 74, Idaho Code. (12:08 PM) Harming – Yes, Harrison – Yes, Horner – Yes, Lee – Yes, McPherson – Yes, Nixon – Yes, Rose – Yes

M/S (RL/JN): The Executive Committee of the Professional Standards Commission was called into Open Session, after entering Executive Session to consider investigatory records exempt from the disclosure under Chapter 1 of Title 74 Idaho Code. (1:44 PM) Harming – Yes, Harrison – Yes, Horner – Yes, Lee – Yes, McPherson – Yes, Nixon – Yes, Rose – Yes

M/S (CH/JN): In case number 22217, I move that the Executive Committee find probable cause and recommend revocation Motion carried by majority.

M/S (CH/RL): In case number 22219, I move that the Executive Committee not find probable cause. Motion carried by majority.

M/S (CH/JN): In case number 22220, I move that the Executive Committee find probable cause and recommend a letter of reprimand with conditions. Motion carried by majority.

M/S (CH/LH): In case number 22225, I move that the Executive Committee find probable cause and recommend a letter of reprimand with conditions. Motion carried by majority.

M/S (CH/RL): In case number 22232, I move that the Executive Committee hold this case for additional investigation Motion carried by majority.

M/S (CH/JN): In case number 22233, I move that the Executive Committee hold this case for additional investigation Motion carried by majority.

M/S (CH/KH): In case number 22234, I move that the Executive Committee find probable cause and recommend revocation. Motion carried by majority.

M/S (CH/KH): In case number 22236, I move that the Executive Committee find probable cause and recommend permanent revocation. Motion carried by majority.