



**Approved April 13, 2023:**

**MINUTES OF THE IDAHO PROFESSIONAL STANDARDS COMMISSION (PSC)**

**THURSDAY, FEBRUARY 2, 2023**

**Commission Chair Marianne Sletteland called the meeting to order at 9:00 a.m.**

Commission Members Present, Morning Session: Vanessa Anthony-Stevens, Stephanie Brodwater, Kristi Enger, Angela Gillman, Lance Harrison, Katie Horner, Stacey Jensen, Ramona Lee, Amy McBride, Jamee Nixon, Karen Pyron, MeLissa Rose, Lori Sanchez, Marianne Sletteland, Emma Wood

Commission Members Absent, Morning Session: Tate Castleton, Chanel Harming

1. Agenda Review/Approval

**M/S (Harrison/Gillman)**

I move to approve the February 2, 2023, agenda as written, providing flexibility for the State Department of Education Report.

Voice Vote. **Motion Carries.**

2. December 1, 2022, Minutes Review/Revision/Approval

**M/S (Enger/Horner)**

I move to approve the minutes from the December 1, 2022, meeting of the Professional Standards Commission as written.

Voice Vote. **Motion Carries.**

3. PSC Manual Revisions – Action Item (ATTACHMENT A)

**M/S (Lee/Jensen)**

Helen Henderson, PSC Coordinator, provided an overview of proposed amendments to the Professional Standards Commission Manual. Amendments include clarification of travel reimbursement guidelines, meeting process, and the PSC Administrator description; and the addition of the substitute reimbursement guideline and Executive Committee procedure.

I move to approve the amendments to the PSC Manual as presented.

Voice Vote. **Motion Carries.**

4. Consideration of Final Orders/Stipulation Adoptions – Action Item

Ethics Specialist Annette Schwab introduced the PSC’s new Deputy Attorney General (DAG), Jim Rice to the Commission. DAG Rice presented the following cases for consideration:

**Case # 22204 M/S (Harrison/Gillman)**

In case number 22204, concerning the certificate of Zachary Denison, I move that the Professional Standards Commission enter a final order that is effective when signed, incorporating as findings of fact the allegations in the administrative complaint, adopting any counts, alleged by the Chief Certification Officer as conclusions of law, and imposing permanent revocation of Mr. Denison’s certificate under Idaho Code §33-1208(2).

Lance Harrison asked whether it’s more appropriate for the motion to include “the discipline requested by the chief Certification officer...” or for the motion to include “permanent revocation.” DAG Rice responded that the motion should state the discipline for clarity, especially in instances of this disciplinary action.

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

**Case # 22211 M/S (Enger/Brodwater)**

In case number 22211, concerning the certificate of Allan S. Fray, I move that the Professional Standards Commission enter a final order that is effective when signed, incorporating as findings of fact the allegations in the administrative complaint, adopting any counts, alleged by the Chief Certification Officer as conclusions of law, and imposing the discipline requested by the Chief Certification Officer in her Request for Relief in the Administrative Complaint.

Karen Pyron asked whether the classroom management course is within the PSC's charge. Annette Schwab replied that the PSC Executive Committee recommended the classroom management course as part of the discipline.

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

**Case # 22208 M/S (Enger/Gillman)**

In case number 22208, concerning the certificate of Emma Harrison, I move that the Professional Standards Commission enter a final order that is effective when signed, incorporating as findings of fact the allegations in the administrative complaint, adopting any counts, alleged by the Chief Certification Officer as conclusions of law, and imposing the discipline requested by the Chief Certification Officer in her Request for Relief in the Administrative Complaint.

Lance Harrison asked whether language needed to be added to the motion to clarify that suspension was in place until resolution of Harrison's South Dakota certificate issue. Annette Schwab responded that the language is included in the Chief Certification Officer's request for relief. DAG Rice added that the motion as stated or as amended would be equally sufficient.

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

**Case # 22206 M/S (Gillman/Enger)**

In case number 22206, concerning the certificate of Douglas Kappen, I move that the Professional Standards Commission enter a final order that is effective when signed, incorporating as findings of fact the allegations in the administrative complaint, adopting any counts, alleged by the Chief Certification Officer as conclusions of law, and imposing the discipline requested by the Chief Certification Officer in her Request for Relief in the Administrative Complaint.

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

**Case # 22205 M/S (Enger/Brodwater)**

In case number 22205, concerning the certificate of Eric Popely, I move that the Professional Standards Commission enter a final order that is effective when signed, incorporating as findings of fact the allegations in the administrative complaint, adopting any counts, alleged by the Chief Certification Officer as conclusions of law, and imposing permanent revocation of Mr. Popely's certificate under Idaho Code §33-1208(2).

Lance Harrison mentioned that he didn't recollect discussion of this case in Executive Committee, and he asked whether he needed to recuse. Annette Schwab replied that she believed the case was discussed in Executive Committee in September, and she recommended Harrison recuse.

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

**Case # 22223 M/S (Brodwater/Sanchez)**

In case number 22223, concerning the certificate of Jeff Wilkes, I move that the Professional Standards Commission enter a final order that is effective when signed, incorporating as findings of fact the allegations in the administrative complaint, adopting any counts, alleged by the Chief Certification Officer as conclusions of law, and imposing the discipline requested by the Chief Certification Officer in her Request for Relief in the Administrative Complaint.

Kristi Enger asked for clarification regarding how Mr. Wilkes violated Principle 8 of the Code of Ethics for Idaho Professional Educators. Annette Schwab responded that the defendant's behavior was well outside the bounds of his contracted responsibilities. Office of the State Board staff member Katie Shoup added that Principle 8.b of the Code of Ethics refers to willful refusal to perform services required by contract, and Principle 8.c includes failure to provide appropriate supervision of students at school or school sponsored activities to ensure the safety and well-being of students.

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

**Case # 22225 M/S (Enger/Gillman)**

In case number 22225, concerning the certificate of Adrien Coronado, 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.

Marianne Sletteland inquired whether the March 31, 2023, due date for completion of coursework is feasible. Annette Schwab replied that Mr. Coronado had agreed to the stipulation in December and is in the process of completion.

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

**Case # 22220 M/S (Wood/Brodwater)**

In case number 22220, concerning the certificate of Robby Hindberg, 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 - absent, Enger - yes, Gillman - yes, Harming - absent, Harrison - recuse, Horner - recuse, Jensen - yes, Lee - recuse, McBride - yes, Nixon - recuse, Pyron - yes, Rose - recuse, Sanchez - yes, Sletteland - yes, Wood - yes. **Motion Carries.**

**Full Commission, 3:30 pm – 5:00 pm, or upon conclusion of business**

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

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

Commission Members Present, Afternoon Session: Vanessa Anthony-Stevens, Stephanie Brodwater, Kristi Enger, Angela Gillman, Lance Harrison, Katie Horner, Stacey Jensen, Ramona Lee, Amy McBride, Jamee Nixon, Karen Pyron, MeLissa Rose, Lori Sanchez, Marianne Sletteland, Emma Wood

Commission Members Absent, Afternoon Session: Tate Castleton, Chanel Harming

5. State Department of Education Report – Information Item  
No report.

6. Office of the State Board of Education (OSBE) Report – Information Item  
Katie Shoup, Educator Effectiveness Program Manager from the Office of the State Board, Provided a report.

Accelerating Math Learning Collaborative – The purpose of this program is to improve grades 3 through 9 mathematics assessment and instruction, to accelerate student learning in response to the pandemic educational disruption. Program leads have started the work. Three (3) universities are participating in the program: University of Idaho is supporting Regions 1 and 2, Boise state University is supporting regions 2 and 3, and Idaho State University is supporting regions 5 and 6. More information is available at <https://boardofed.idaho.gov/k-12-education/educator-effectiveness/accelerating-math-learning-collaborative/>.

Administrator Recertification Courses – OSBE is working with the Idaho Stem Action Center and Educurious to provide a course in conducting observations and evaluations in a problem based-learning (PBL) setting, in an effort to provide some variety in the administrator recertification course. Other recertification courses under consideration may include imbedding of dyslexia and rural education. PSC staff member Cina Lackey asked how the variety in the teacher evaluation course will be achieved within the constraints of the law. Is the statute being changed to reflect this? Shoup replied that the courses will provide an additional, specific teaching component the administrators can learn about within the required components of the evaluation framework. Lance Harrison added that there is no training for superintendents in the evaluation of principals, so a component for principal evaluation would be very helpful. Shoup thanked Harrison for the information and mentioned that she would share that with her recertification course team. Shoup had received feedback from a few administrators at the rural network conference at BSU that a training more specific to rural schools would be helpful. Karen Pyron asked for clarification; as a member of a rural school, she is not aware how the evaluation process would look differently. Shoup responded that more brainstorming with rural administrators is necessary to identify the specific need. Pyron added that the same evaluation framework applies to student teachers, and many student teachers are placed in rural settings.

Educator Pipeline Report – The Educator Pipeline Report is being presented to the Board at their meeting February 15. Once the report is presented to the Board, the report will be posted to the OSBE web site at <https://boardofed.idaho.gov/k-12-education/educator-effectiveness/idaho-educator-pipeline/>.

Rural and Underserved Educator Incentive Program – OSBE is currently verifying employment and loan information for 450 applicants and will release funds upon verification. Another 50 applicants were recently notified and asked for additional information. Four (4) cohorts of this incentive program. There are 500 educators in this first cohort, and there will be 250 educators each in cohorts 2, 3 and 4. Lance Harrison asked whether districts will be notified if their educators were selected to receive the incentive.

Shoup replied the districts have been asked to verify employment and offered to send Harrison a list of selected educators.

## 7. Committee Reports

### a. Operations Committee Report – Information Item (ATTACHMENT B)

Marianne Sletteland presented the Operations Committee report. Lance Harrison asked whether there is a need to raise certification fees, or if it is common for expenditures to exceed revenues at this time of year. Marianne Sletteland replied that yes, it is common at this time of year, and in her time on the PSC, certification fees have covered expenses.

### b. Executive Committee Report – Information Item (ATTACHMENT C)

Ramona Lee provided the Executive Committee report.

### c. Recruitment, Retention, and Authorizations Committee Report – Information Item (ATTACHMENT D)

Karen Pyron provided the Recruitment, Retention, and Authorizations Committee report.

### d. Standards Committee Report (ATTACHMENT E)

Kristi Enger provided the Standards Committee report. Vanessa Anthony-Stevens added comments regarding Indian education professional development and upcoming faculty summit for teaching and reaching all Idaho students through indigenous education.

#### i. Praxis Updates – Action Item

##### **M/S (Enger/Wood)**

I move to recommend the following amendments to Praxis tests and qualifying scores to the Idaho State Board of Education for approval: Special Education: Foundational Knowledge (5355), and Teaching Reading; Elementary (5205). **Motion Carries.**

### e. Travel Reimbursement and Substitute Reimbursement – Information Item

Helen Henderson provided updates to travel reimbursement and substitute reimbursement. Mileage rates for travel reimbursement recently been updated by the Idaho Board of Examiners. In preparation of PSC travel to Boise for the April meeting, please use the reimbursement form dated 1/17/23 located in the PSC secure server, in the Member Reference folder.

Substitute reimbursement has commenced with the approval of the most recent PSC Manual revisions. Classroom teachers who attended this meeting will receive a form from Helen tomorrow via email; please forward the form to your district business office or superintendent. The business office will complete the form and send it back to the SDE for reimbursement.

If a PSC member travels to and from a PSC meeting from their home location, that is reimbursable; if a PSC member travels to a PSC meeting and then travels to another location or stays in Boise for another event, the travel amount may not be entirely reimbursable. If a PSC member plans to travel to the PSC and then elsewhere, please contact Helen Henderson to confirm what reimbursement may be available to a traveler in accordance with Idaho Board of Examiners policies.

Helen Henderson shared that Superintendent Critchfield plans to meet commission members at the April meeting of the PSC.

Meeting Adjournment

##### **M/S (Brodwater/Gillman)**

Voice Vote. **Motion Carries.**

**Meeting adjourned at 4:27 p.m.**

# PROFESSIONAL STANDARDS COMMISSION MANUAL POLICY AND PROCEDURES

*REVISED FEBRUARY 2, 2023*



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## HISTORY AND STATUTORY AUTHORITY OF THE PROFESSIONAL STANDARDS COMMISSION

The 1972 state legislature established the Professional Standards Commission (PSC). 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. (**Appendix C**).

The Commission shall have authority to adopt recognized professional codes and standards of ethics, conduct and professional practices which shall be applicable to teachers in the public schools of the state, and submit the same to the state board of education for its consideration and approval. **Idaho Code §33-1254**

The professional standards commission may conduct investigations on any signed allegation of unethical conduct of any teacher brought by:

- An individual with a substantial interest in the matter, except a student in an Idaho public school; or
- A local board of trustees. **Idaho Code §33-1209**

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**



## PROFESSIONAL STANDARDS COMMISSION WORKING PLAN

**Mission.** The PSC makes recommendations to the State Board of Education and renders decisions that provide Idaho with competent, qualified, ethical educators dedicated to rigorous standards, preK-12 student achievement, and improved professional practice.

**Vision.** The PSC will continue to provide leadership for professional standards and accountability in Idaho's schools. We will handle that responsibility with respect and in a timely fashion. We will nurture positive relationships and collaborative efforts with a wide range of stakeholders. We will be a powerful voice advocating on behalf of Idaho's children.

**Operating Philosophy.** We are a representative professional team committed to providing a quality education to Idaho's youth. In pursuing our mission, we appoint members to standing committees: standards, authorizations, and executive. We strive to be proactive, informed, progressive, and accountable. Above all, we value ethical practice, professionalism, and broad collaboration among all stakeholders.

**Long-Term Goals.** Long-term goals are driven by various challenges that impact the state of Idaho, educators, schools, educators-in-training, and preK-12 schoolchildren. They provide a framework for our major challenges. The development and application of professional standards and the full implementation of its statutory responsibilities would enable the PSC to:

- Increase the professional competence of all practicing and pre-service teachers in Idaho;
- Minimize the number of ethical violations by certificated educators through increased pre-service and in-service professional development; and
- Increase the level of understanding, communication, and collaboration between the PSC, the State Board of Education, and other stakeholders.

## COMMISSION MEMBERSHIP

Pursuant to **Section 33-1252, Idaho Code**, the Professional Standards Commission (PSC) is created in the Idaho State Department of Education (SDE), consisting of 18 members with representation as follows:

- One (1) member of the staff of the Idaho State Department of Education
- One (1) member of the staff of the Idaho Division of Career Technical Education
- Seven (7) certificated classroom teachers in the public school systems of the State of Idaho
  - one (1) of which is a teacher of exceptional children and
  - one (1) of which is pupil service staff
- One (1) representative of the Idaho School Superintendents Association
- One (1) representative of the Idaho Association of Secondary School Principals
- One (1) representative of the Idaho Association of Elementary School Principals
- One (1) representative of the Idaho School Boards Association
- One (1) representative of the Idaho Association of Special Education Administrators
- One (1) representative of the education department of an Idaho private college/ university of higher education
- Two (2) representatives of the community colleges and the education departments of the public institutions of higher education
- One (1) representative of the letters and sciences department of an Idaho state institution of higher education

**PSC Nominations.** Nominations for appointment to the PSC are requested in accordance with **Section 33-1252, Idaho Code**. To ensure appropriate representation of educators across Idaho, nominations for appointment may be requested in consideration of regional location and LEA size. Nominations may also be requested to encourage representation of both elementary and secondary classroom teachers.

**PSC Appointments.** The State Board of Education appoints members of the PSC for a three (3)-year term.

- A Commission member may serve up to two (2) full three (3)-year terms in a representative position.

- Members representing the State Department of Education and Career Technical Education may serve more than two (2) three (3)-year terms.

**Meeting Attendance and Participation.** Commission members are expected to attend all scheduled meetings and participate in both full Commission and Committee work. If a Commission member cannot attend any portion of a PSC meeting, they shall inform the PSC secretary in advance of their absence.

**Communication of PSC Actions.** Commission members are encouraged to share the actions of the PSC with their nominating organizations in accordance with the communication protocol of their nominating organization.

**Travel Reimbursement.** Reasonable travel expenses to attend PSC meetings will be reimbursed within the current travel reimbursement guidelines established by the Idaho State Board of Examiners.

**Substitute Reimbursement.** Substitute reimbursement will be provided to a public school district or charter with a classroom teacher serving on the PSC, at the prevailing rate for substitutes in the district or charter (IDAPA 08.02.01.450).

**PSC Member Retirement or Misalignment.** If a Commission member retires from the field of education or no longer represents the position they hold on the PSC (e.g., a classroom teacher representative takes a position as a school principal) the nominating organization may choose one (1) of the following:

- Retain the Commission member in their position for the remainder of their three (3)-year term of appointment, or
- Open the position to nominations to fill the remainder of the three (3)-year term of appointment.
  - A Commission member appointed to fill the remainder of a three (3)-year term may be appointed to serve two (2) full three (3)-year terms.

**PSC Member Vacation of Position.** If a Commission member vacates their position on the PSC before the end of their appointed term of membership, the position will be open to nominations to fill the remainder of the three (3)-year term of appointment. The nominating organization of the vacated member will have the first opportunity to provide three (3) nominations for appointment. If the nominating organization is unable to provide three (3) nominations, additional nominations will be sought from other organizations.

- A Commission member appointed to fill the remainder of a three (3)-year term may be appointed to serve two (2) full three (3)-year terms.

## COMMISSION MEETINGS

The PSC normally meets five (5) times annually, over two (2) days. Meetings are normally held on Thursdays and Fridays.

- Meetings may be cancelled due to unforeseen circumstances or to comply with open meetings law.
- Additional meetings may be called at the discretion of the PSC Chair in consultation with the PSC Administrator or by the written request of five (5) or more Commission members.
- Meetings may be held virtually or in person, as determined by the PSC Administrator.

**New Commission Member Meeting.** An orientation meeting for New PSC members may be held in advance of the September meeting of the PSC. The orientation may be held virtually or in person.

**Incoming Chair and Vice-Chair Meeting.** An orientation for the incoming chair and vice chair of the PSC may be held in advance of the September meeting of the PSC. The orientation may be held virtually or in person.

**Open Meetings Law.** Commission meetings are subject to the provisions of Idaho Open Meetings Law, **Sections 74-201 through 74-208, Idaho Code**. Any member of the public may attend any open session of the full PSC or any open session of PSC committees. Executive sessions, which are closed to the public, are normally used only by the Executive Committee.

### **Notice Requirements for Regularly Scheduled Meetings.**

- No less than five (5) calendar days before the meeting, an open meeting notice must be posted on the PSC web page and in a prominent place at the building(s) where the meeting is to be held.
- No less than 48 hours before the meeting, the agenda must be posted on the PSC web page and in a prominent place at the building(s) where the meeting is to be held.

**Presentations to the PSC.** To make a presentation to the PSC, an individual or organization must receive written approval from the PSC Chair and the PSC Administrator. If approved, the presentation will be placed on the agenda of the next regular meeting that is more than three (3) weeks in the future. An individual or organization requested by the PSC to make a presentation is not required to receive prior written approval.

**Meeting Materials.** Commission members access a secure server which includes the meeting agenda, minutes from the prior meeting, and additional meeting materials. Meeting materials are normally available 48 hours in advance of the meeting.

**Quorum.** A majority of Commission or Committee members will constitute a quorum, which is required to transact official business. Substitutes cannot serve in place of appointed Commission members.

### **REGULAR MEETING AGENDA**

#### **DAY ONE – full day**

- Operations Committee Meeting
- Full Commission Meeting
- Committee Meetings

#### **DAY TWO – half day**

- Full Commission Meeting

### **REGULAR ANNUAL MEETING CALENDAR**

#### **September**

- Introductions
- Orientation
- Ethics Training
- Final Budget Report, Prior FY
- PSC Annual Report
- Regular Business

#### **November**

- Regular Business

#### **January/February**

- Regular Business

#### **April**

- Set next FY meeting schedule
- Review/Amend PSC Manual
- Regular Business

#### **June**

- Officer Elections
- PSC Manual Approval
- Next FY Budget Approval
- Regular Business
- Recognition of Departing Members
- Announcement of New Members

**Every Other Year, Meeting TBD**

- Hearing Panel Chair Training

## COMMISSION OFFICERS

Commission members elect a chair and vice chair at the last meeting of the fiscal year, to serve in the upcoming fiscal year. Commission officers set the professional tone of the PSC and model parliamentary procedure.

**Officer Elections.** Commission staff take nominations for chair and vice chair positions prior to the last meeting of the fiscal year. Commission members may self-nominate. All nominated parties with confirmed interest in serving as chair or vice chair may be considered in an election during the last PSC meeting of the fiscal year. The election cannot be held by secret ballot.

### Duties - PSC Chair

- Presides over all PSC meetings.
- Works with the PSC administrator to develop future agendas.
- Consults with the PSC administrator for appointments of committee chairs/members of committees established by the PSC and monitors progress of committees.
- Calls regular and special meetings of PSC.
- Serves as chair or designates a chair of the Operations Committee.
- Appoints a chair and members to hearing panels.
- Represents the PSC or appoints a designee to represent the PSC at State Board of Education meetings as deemed necessary for PSC business.
- Either the chair or the vice chair serves as chair of Executive Committee.
- Establishes ad-hoc committees as needed to address short-term needs or special projects.
- Makes decisions on procedural motions to set aside a default order and/or final order based upon default, unless the Chair determines a full commission meeting is necessary to rule on the motion.

### Duties - PSC Vice Chair

- Assumes all duties of the chair in absence of chair.
- Serves as a member of the Operations Committee.
- Either the chair or the vice chair serves as chair of Executive Committee.
- Provides budget updates or appoints a designee to provide budget updates to the PSC.
- Assures PSC business is conducted in accordance with parliamentary procedure (**Appendix A**).

- Provides advice and renders opinions as needed to the presiding officer at PSC meetings regarding parliamentary procedure.
- Drafts motions as needed and provides advice regarding proper format and procedure.



## STANDING COMMITTEES

Standing committees normally meet on the Thursday of each PSC meeting. Standing committees of the PSC include:

- Recruitment, Retention, and Authorizations Committee
- Executive Committee
- Operations Committee
- Standards Committee

### **Committee Appointment**

The incoming PSC chair, in consultation with the PSC administrator, appoints chairs and members of standing committees prior to the first meeting of the fiscal year.

- The PSC chair or vice chair also serves as the Executive Committee chair.
- The PSC chair or designee serves as the Operations Committee chair. The Operations Committee is comprised of the PSC chair; PSC vice chair; Recruitment, Retention, and Authorizations Committee chair; Standards Committee chair; and an at-large Commission member.

### **Duties - Committee Chair**

- Works with staff as needed to develop assigned committee work agenda.
- Works with staff as needed to identify and prioritize assigned committee work.
- Serves as member of the Operations Committee.
- Provides committee members with an orientation of committee operations during the first regularly scheduled committee meeting of each fiscal year.
- Creates and provides committee reports to full Commission.
- Models parliamentary procedure.

## PSC ADMINISTRATOR

The PSC administrator is the Director or Interim Director of Certification and Professional Standards at the State Department of Education. The PSC administrator may assign designees to assist with administration of duties.

### DUTIES

- Oversees the preparation and distribution of the agenda and other supporting materials to members of the PSC prior to each meeting.
- Oversees logistical arrangements needed for all PSC meetings and committee meetings.
- Prepares and presents information as requested by the PSC.
- Confers with the State Superintendent of Public Instruction on non-ethics related PSC actions taken or pending.
- Coordinates with State Superintendent of Public Instruction for placement of PSC business on State Board of Education meeting agendas.
- Assigns and supervises PSC staff to facilitate and support PSC committee work and operations.
- Oversees development and proposal of the annual PSC budget for recommendation to the Operations Committee of the PSC.
- Oversees administration of the annual PSC budget.
- Approves PSC expenditures for processing.
- Oversees the scheduling and coordination of educator preparation program reviews.
- Works with the PSC chair to assign committee chairs/members to committees.
- Oversees the hearing process.
- Appoints team members to Idaho educator preparation program review teams.
- Informs the PSC of matters pertaining to national accrediting bodies for educator certification and any partnership agreements with Idaho.
- Informs the PSC of matters pertaining to the National Association of State Directors of Teacher Education and Certification (NASDTEC).
- Informs the PSC of relevant developments in the SDE, the legislature, and the State Board of Education.
- Oversees the training of hearing panel chairs.

- Oversees the training of potential state team members for educator preparation program reviews.
- Oversees amendments to the PSC Manual.

## BUDGET

- PSC Funding Source: Certification application fees (**Appendix B**).
- Fiscal Year: The state fiscal year runs from July 1 - June 30.
- The PSC budget is developed annually by the PSC Administrator in consultation with the Operations Committee. The Operations Committee submits the budget for the next fiscal year to the full PSC for approval by the last meeting of the current fiscal year.
- The PSC Administrator oversees the development and management of the budget.
- The Operations Committee provides regular expenditure and income updates to the full PSC.

## EXECUTIVE COMMITTEE

### DUTIES

- Determine if there is probable cause to pursue discipline against a certificated educator for alleged unethical conduct.
  - If the Executive Committee finds probable cause, it may offer recommended discipline for the educator and the PSC to consider.
- Review and make recommendations to revise the Code of Ethics for Idaho Professional Educators as needed.
- Examine cases where an educator has voluntarily surrendered their certificate and considers whether to recommend that the PSC find probable cause that the alleged inappropriate conduct occurred.
- Review courses related to disciplinary action remediation.

### PROCEDURES

#### Processing a Code of Ethics Written Complaint

1. According to **Idaho Code §33-1209**, other than a student of an Idaho public school, a signed 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.
2. The chief certification officer may also initiate an allegation if public records indicate a person holding an Idaho credential may have been involved in ethical misconduct.
3. Upon receipt of a written and signed allegation of ethical misconduct, the chief certification officer, in conjunction with the deputy attorney general (DAG) and PSC investigative staff, conducts a review of the allegation using established guidelines to determine the appropriate response:
  - a. No investigation - The complainant will receive a letter advising them that a case will not be opened.
  - b. Open an investigation - The complainant and respondent will be notified in writing and in a timely manner that an investigation will be conducted.
4. The chief certification officer, in conjunction with the DAG and PSC investigative staff, may determine if a formal investigation is necessary based on an assessment of the following:
  - a. The allegation is against a certificated person and there is a signed written complaint;

- b. The complainant has exhausted all local district/charter remedies, including appeal to the building principal, superintendent, and board of trustees;
  - c. The district/charter has reported the allegations according to the requirements of Idaho Code §33-1208A;
  - d. 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.);
  - e. The allegation is purported abuse of a student (i.e., physical, sexual, verbal, etc.);
  - f. A fingerprint/background check reveals crimes in violation of 33-1208; and/or
  - g. The NASDTEC Clearinghouse reports that an educator's credential has been revoked, suspended, or denied in another state.
5. The chief certification officer, in conjunction with the DAG and PSC investigative staff, may determine a formal investigation is unnecessary if:
- a. District/charter remedies, including provisions of a district/charter grievance procedure, have not been exhausted;
  - b. The complaint is a personnel matter, which should be handled by the local district/charter, superintendent and board of trustees;
  - c. The complaint involves management style rather than unethical conduct;
  - d. There is no written allegation or the complainant wishes to remain anonymous; or,
  - e. The allegation is against a non-certificated employee.
6. Upon completion of the investigation, the allegation, plus any additional information that has been gathered, will be presented to the Executive Committee of the PSC. It is the responsibility of the Executive Committee to determine if probable cause exists to pursue discipline.
7. 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:
- a. Postpone making a decision pending the receipt of additional information, including a response from the respondent to the allegation(s).
  - b. Determine that there is no probable cause, in which case the DAG or PSC investigative staff will advise the complainant and respondent in writing of such action.

- c. Determine that probable cause exists to support the allegation(s), at which time the PSC will assume jurisdiction and the DAG will advise the respondent in writing of such action. A written administrative complaint detailing the charge(s) will be sent to the respondent by the Chief Certification Officer within 30 days. The written complaint shall be sent by certified mail to the last known address of the respondent.
  - d. The respondent has 30 days to respond to the charge(s) in writing and to request a hearing. No response from the respondent in the time stipulated constitutes a basis to proceed on default. According to statute, any request for a hearing shall be submitted to the State Superintendent of Public Instruction, who forwards the request to the PSC administrator for action. The hearing will be held within 90 days, unless both parties agree to extend the timeline to hold the hearing. A written notice of hearing will be provided once the parties agree to a hearing date and a hearing panel has been appointed.
  - e. No PSC member who participated in the determination of probable cause in a given case will serve on the hearing panel.
  - f. Every effort will be made to ensure due process.
8. The Executive Committee, if it finds probable cause, may propose stipulated discipline for the respondent and the full Commission to consider, as an informal disposition to the case. See generally Idaho Code § 67-5241.
- a. If the Executive Committee proposes stipulated discipline, the DAG will develop a stipulation with proposed findings of fact, conclusions of law, and the stipulated discipline, as well as a proposed order. The DAG will then transmit the stipulation and proposed order to the respondent for the respondent's review and consideration.
  - b. If the respondent agrees to the stipulation, the respondent will sign the stipulation and return it to the PSC.
  - c. If the respondent does not agree to the stipulation, the respondent may request a hearing, or the respondent may contact the DAG with proposed revisions to the stipulation for consideration by the Executive Committee. The Executive Committee may consider any proposed revisions, and the DAG will inform the respondent of the Executive Committee's decision and transmit any revised stipulation prepared by the DAG.
  - d. Once the respondent agrees to a stipulation, the stipulation will be presented to the PSC for consideration at the next regularly scheduled business meeting, or a special meeting at the chair's discretion.

- e. The PSC will consider the stipulation only as it is presented by the DAG.
- f. The PSC may accept, reject, or modify the stipulation. Should the PSC choose to modify the stipulation, the DAG will prepare and transmit a modified stipulation for the respondent's acceptance or rejection.

Note: The PSC adopted a new procedure in December 2022, allowing the chief certification officer, the assigned DAG, and PSC investigative staff to select an agreed upon designee when either the Chief Certification Officer or PSC Investigator is unavailable or unable to participate in the review process outlined in Idaho Code §33-1209(1).

- 9. Pursuant to Idaho Code §33-1209, a hearing will be conducted according to the following guidelines:
  - a. The chair of the PSC will appoint a panel. The panel will consist of a chair, who is a former member of the PSC and has been trained as a hearing panel chair, two additional educators, as well as an alternate panel member. The alternate panel member can be dismissed prior to the hearing if all other panel members are able to attend. The panel will hear the charges brought in the administrative complaint.
  - b. Members of the panel shall not be from the same school district/charter as the respondent to the complaint.
  - c. A majority of the panel will hold a similar position of employment or certification as the respondent.
  - d. The hearing will be held within the school district/charter in which the respondent teaches, or at such other place deemed most convenient for all parties.
  - e. All hearings shall be held to ascertain the truth.
  - f. 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.
- 10. The hearing panel may determine to suspend or revoke the certificate, or the panel may order that reasonable conditions be placed on the certificate or a letter of reprimand be sent to the certificate holder, or if there are not sufficient grounds, the allegation against the certificate holder is dismissed and is so recorded.
- 11. The final decision of the hearing panel shall be subject to judicial review in district court.

- 12.** PSC staff will notify the NASDTEC Clearinghouse in a timely manner that a credential has been disciplined.
- 13.** At the conclusion of a case, PSC staff will issue a letter to the complainant to advise that the case has been closed and either:
  - a. Action was taken and public records are available; or
  - b. Action was not taken.

If a case ends with a disposition document, PSC staff will make available through the PSC or SDE website the disposition document and any attachments to the disposition document. A disposition document is a final order, a consent order, or some form of an informal disposition (as used in the Idaho Administrative Procedure Act), such as a settlement agreement, stipulation, voluntary surrender, or consent to permanent revocation. If a case is decided upon judicial review, the court's opinion will accompany the last PSC disposition document. PSC staff will not make available a disposition document that finds in favor of the respondent for all claims or counts, nor will staff make available any Executive Committee decision. For any disposition document, PSC staff should redact the educator's address, phone number, and email address, along with information that would readily identify a victim.



## OPERATIONS COMMITTEE

### DUTIES

- Develop recommendations for future presentations and agenda items to facilitate engagement and professional growth of Commission members.
- Assign PSC work/tasks to committees as appropriate.
- Identify and address short-term needs or special projects.
- Monitor and recommend revisions to the Commission budget at each PSC meeting.
- Develop an annual Commission budget for approval by the PSC no later than the last meeting of each fiscal year.

## RECRUITMENT, RETENTION, AND AUTHORIZATIONS COMMITTEE

### DUTIES

- Develop and recommend recruitment and retention strategies/initiatives to the State Board of Education.  
Research and create Local Education Agency (LEA) resources for recruitment and retention:
  - Mentoring support
  - Hiring Practices
  - Scholarship/Grants availability
- Review and make recommendations to the full PSC regarding alternative authorizations to teach, administrate, or provide pupil personnel services.
- Review and amend processes, procedures, and applications for alternative authorizations.
- Recommend relevant rule changes to the full PSC for consideration by the State Board of Education.

### PROCEDURES

#### **Statutory Requirements to Obtain an Alternative Authorization for Certification and/or Endorsement**

The application process for an alternative authorization is initiated when a complete application packet is received (see **Appendix B** for certification fee rule). A background check is required as outlined in **IDAPA 08.02.02.075** and **Section 33-130, Idaho Code**.

The alternative authorization allows a local education agency with an area of need to request certification for a candidate. This authorization grants an interim certificate that allows individuals to serve as the teacher of record while pursuing standard certification. In addition, individuals who hold a current instructional certificate may obtain additional endorsements through an alternative authorization.

There are four (4) types of Alternative Authorization applications:

1. Alternative Authorization - Teacher to New Endorsement (IDAPA 08.02.02.021.02) is valid for one (1) year. A candidate for the alternative authorization – teacher to new endorsement must choose one (1) of three (3) options/routes:
  - Option I – Complete the competency and/or coursework outlined by a college/university in order to obtain an institutional recommendation or a letter is acceptable in lieu of courses if the statement is created in consultation with the department or division in which the competency is established and is approved by

- the director of teacher education of the recommending college or university. Option I may be renewed two (2) additional times with evidence of satisfactory progress.
- Option II – Master's degree or higher. By earning a graduate degree in a content specific area, candidates may add an endorsement in that same content area to a valid instructional certificate upon successful completion of a one (1) year, state board approved mentoring program.
  - Option III – Successfully complete both of the following within the first year of authorization:
    - State board-approved content area assessment
      - Praxis II, ABCTE, out-of-state assessment, or BA/BS in the content area.
    - One (1) year state board-approved mentoring program
2. Alternative Authorization - Teacher to New Certification (IDAPA 08.02.02.042.01) is valid for three (3) years. A candidate for this alternative authorization will be issued a three (3) year interim certificate and must:
- Hold a baccalaureate degree or higher and a current and valid Idaho Instructional Certificate. The local education agency must attest to the candidate's ability to fill the position.
  - Participate in a state board-approved educator preparation program.
    - The candidate must complete nine (9) semester credit hours annually.
    - The participating educator preparation program shall provide procedures to assess and credit equivalent knowledge, dispositions, and relevant life/work experiences.
3. Alternative Authorization – Content Specialist (IDAPA 08.02.02.042.02) is valid for three years. A candidate for this alternative authorization must:
- Hold a baccalaureate degree or have completed all requirements of a baccalaureate degree except the student teaching or clinical practice portion\*.
  - Meet or exceed the state qualifying score on an appropriate state board-approved content or pedagogy assessment, OR Demonstrate content knowledge through a combination of employment experience and education using the Uniform Standard for Evaluating Content Competency rubric\*\*.

The Content Specialist candidate must be enrolled in an educator preparation program and have a consortium agreement in place with the employing LEA and the preparation program. The consortium plan must include the number of credits, required coursework, and required assessments (per the Office of the State Board, the consortium agreement may use the rubric in lieu of a content assessment). The

traditional program candidate must complete a minimum of nine (9) semester credit hours or its equivalent annually.

\*Student teaching must occur during the year of authorization requested by the LEA

\*\*Baccalaureate degree in content area, passing Praxis II score, passing ABCTE assessment in requested content area, or adequate point compilation on the rubric are all state board approved assessments.

4. Alternative Authorization – Pupil Service Staff (IDAPA 08.02.02.042.03) is valid for three (3) years. A candidate for this alternative authorization must:
- Hold a baccalaureate degree or higher,
  - Have a recommendation from the LEA attesting to the ability of the candidate to fill the position, AND
  - Participate in a state board-approved educator preparation program.
    - The candidate must complete nine (9) semester credit hours annually.
    - The participating educator preparation program shall provide procedures to assess and credit equivalent knowledge, dispositions, and relevant life/work experiences.

## **Alternative Authorization Application Process**

### PSC Staff

Completed applications that fall within the identified guidelines and statutory requirements are approved by PSC staff. PSC staff will provide aggregate data to the Recruitment, Retention and Authorizations Committee.

The committee reviews candidates with extenuating circumstances. Candidates who have been approved for the authorization will be granted the three (3)-year interim certificate.

Extenuating circumstances that fall outside of normal review procedures, such as the inability to meet renewal requirements and a change of route to certification will be evaluated by the committee in consultation with PSC staff.

- Inability to Meet Renewal Requirements – The following must be included for the application to be considered for a three (3)-year interim authorization/certificate:
  - A letter explaining what prevented the candidate from meeting the minimum requirements, AND
  - A copy of the candidate’s most recent summative evaluation.
- Change of Route to Certification – When a candidate wants to change their route to certification, the following must be included for the application to be considered for a three (3)-year interim authorization/certificate:
  - Letter of explanation, AND
  - Verification of the individual’s revised, formal, signed plan from the traditional route college/university program, outlining coursework that will lead to certification, OR
  - Proof of enrollment in a non-traditional route (ABCTE or TFA) leading to certification.
- Other extenuating circumstances will require documentation explaining the circumstance.

### Approved/Not Approved Applications

PSC staff will issue certificates to both the applicant and the hiring LEA for all approved applications. The authorization/certificate is not transferrable between LEAs.

Applications not approved by the committee will be designated as “Not Approved,” and PSC staff will send a letter of notification to the applicant and the LEA.

### Incomplete Applications

Incomplete applications that remain incomplete after the end of the specified school year will be designated as “Not Approved.”

## STANDARDS COMMITTEE

### DUTIES

**Duties of the Standards Committee are currently under development.**

- Recommend relevant rule changes for preservice educator standards to the full Commission for consideration by the State Board of Education.
- Recommend relevant rule changes for educator certificate and endorsement requirements to the full Commission for consideration by the State Board of Education.
- Recommend content, pedagogy, and performance assessments and passing scores to the full Commission for consideration by the State Board of Education.
- Develop, maintain, and update standards and review processes for educator preparation programs.
  - Periodic review of state educator preparation standards and endorsements.
  - Coordination of educator preparation program reviews to assure program completers meet state preparation standards.
  - Review team training and review.
- Review Educator Preparation Program State Review Team Reports for recommendation to the full Commission for consideration by the State Board of Education.
- Develop educator certificate and endorsement requirements for recommendation to the full Commission for consideration by the State Board of Education.
- Review New and Revised Educator Preparation Program Proposals for recommendation to the full Commission for consideration by the State Board of Education.
- Recommend other relevant rule changes to the full Commission for consideration by the State Board of Education.

### PROCEDURES

**Procedures of the Standards Committee are currently under development.**

## APPENDIX A: PARLIAMENTARY PROCEDURE GUIDANCE

To conduct meetings in a fair and orderly manner, the PSC follows modified parliamentary procedure (conducted while members are seated; the chair can participate in debates and voting). 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 PSC 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...”

**Step 4:** Another member seconds the main motion.

**Step 5:** The chair states the main motion to the Commission.

- 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 Commission discusses/debates the main motion.

- The chair can close discussion/debate when there is no further discussion/debate;  
or
- A member can move to close the discussion/debate by calling for the question. The member’s motion to close the discussion/debate needs to be seconded and approved by two-thirds vote.

**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 (or changing) the words to...”

**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 discussion/debate?”

**Step 6:** The assembly discusses/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 discusses/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 B: CERTIFICATION FEE LAWS

### 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 therefor. A nonrefundable fee shall accompany each application for a prekindergarten through grade twelve (12) certificate, alternate certificate, change in certificate or replacement.

(2) Certificate and related fees shall be as specified by rule of the state board of education.

(3) The fees shall be used by the state department of education for payment of the expenses of the professional standards commission in performing its duties to sustain certification, program approvals, ethics reviews and standards reviews.

### RULES OF THE BOARD AND DEPARTMENT OF EDUCATION IDAPA 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 therefor. 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)

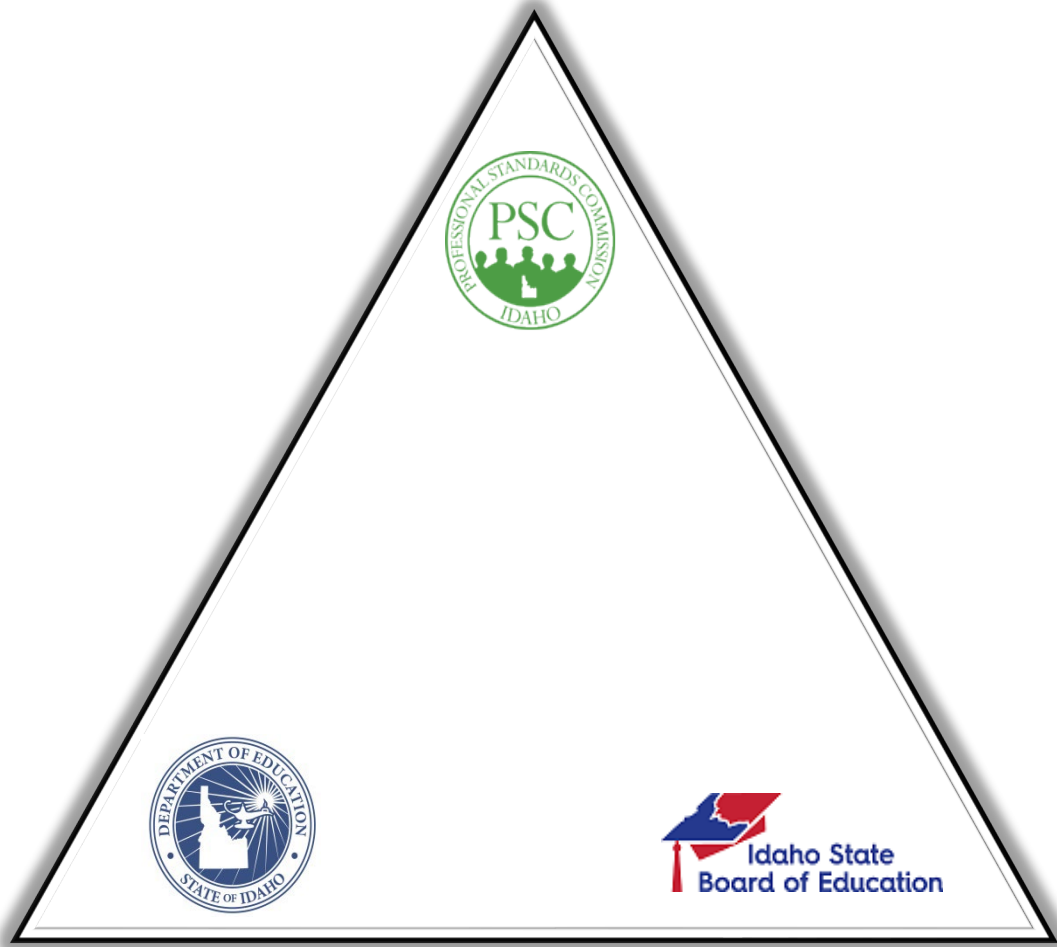
**04. Additions or Changes During the Life of an Existing Certificate.** Twenty-five dollars (\$25). (3-16-04)

**05. To Replace an Existing Certificate.** Ten dollars (\$10). (3-16-04)

## APPENDIX C: TRIANGLE OF RELATIONSHIP

### Professional Standards Commission

The PSC is housed in the Department of Education and makes recommendations to the Idaho State Board of Education in the areas of teacher standards, ethical educators, certification, professional development, and educator preparation programs. The PSC serves as the sole adjudicator of educator ethics complaints.



### Idaho State Department of Education

The Idaho State Department of Education is dedicated to providing the highest quality of support and collaboration to Idaho public schools, teachers, students, and parents.

### Idaho State Board of Education

The Idaho State Board of Education drives improvement of the K-20 education system for the citizens of Idaho, focusing on quality, results, and accountability.



# IDAHO PROFESSIONAL STANDARDS COMMISSION

PO Box 83720 Boise ID 83720-0027 · [www.sde.idaho.gov/cert-psc/psc/](http://www.sde.idaho.gov/cert-psc/psc/)

## Operations Committee Meeting

Physical Location: 650 W State Street, Boise; Room 229, Second Floor

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

### February 2, 2023

Members present: Marianne Sletteland, Kristi Enger, Karen Pyron

Members absent: Chanel Harming, Angela Gillman

Staff present: Helen Henderson

Committee brought to order at 8:06 a.m.

#### 1. Agenda and Minutes Review/Discussion – Information Item

**Agenda Motion for Full PSC:** I move to approve the February 2, 2023, agenda as written.

**Minutes Motion for full PSC:** I move to approve the minutes of the December 1, 2023 meeting of the Professional Standards Commission as written.

#### 2. FY23 Income and Expenditures Report – Information Item

##### November 2022

Revenue from certification fees: \$25,325

Expenditures, including salaries and benefits: \$39,475

Transactions balanced; expenditures exceeded revenue by \$14,150

##### December 2022

Revenue from certification fees: \$14,645

Expenditures, including salaries and benefits: \$37,574

Transactions balanced; expenditures exceeded revenue by \$22,929

As of January 1, 2023, 61% of PSC Spending Authority remains.

#### 3. PSC Discussion

- PSC staff are making flight arrangements and purchasing flights for those who need them to travel to PSC meetings
  - If a PSC member requires atypical travel arrangements to accommodate other activities, the PSC member will make their own arrangements and submit for reimbursement of travel costs
- 23-24 meeting schedule will be set at April meeting; survey forthcoming in March/early April
  - Meeting dates will take into consideration stakeholder conferences, holidays, other school breaks
- SDE staff appointment to PSC at Board meeting February 15-16, 2023
  - Fills the position last held by Peter McPherson; new member Ryan Cantrell, chief Deputy Superintendent
- Greg Wilson, Chief of Staff, is serving as interim Chief Certification Officer until a new Chief Certification Officer is hired
- PSC positions expiring 6/30/2023. Nominations or re-nominations sought through 3/3/23 for:
  - School superintendent, currently held by Lance Harrison
  - Classroom teacher, currently held by Chanel Harming
  - Special education administrator, currently held by Ramona Lee
  - Public teacher education, currently held by Emma Wood
  - Anyone interested can submit a letter of interest and resume to their professional association



## Executive Committee Meeting

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

Thursday, February 2, 2023

Members present: Lance Harrison, Katie Horner, Ramona Lee, Jamee Nixon, MeLissa Rose

Staff present: Annette Schwab, Sandy Bonas, Jim Rice

**M/S (LH/KH): 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. (12:09 PM) Harrison – Yes, Horner – Yes, Lee –Yes, Nixon – Yes, Rose – Yes**

**M/S (MR/KH): 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. (3:12 PM) Harrison – Yes, Horner – Yes, Lee –Yes, Nixon – Yes, Rose – Yes**

**M/S (JN/MR): In case number 22231, I move that the Executive Committee not find probable cause. Motion carried by majority.**

**M/S (MR/JN): In case number 22232, I move that the Executive Committee not find probable cause. Motion carried by majority.**

**M/S (MR/JN): In case number 22233, I move that the Executive Committee not find probable cause. Motion carried by majority.**

**M/S (KH/JN): In case number 22235, I move that the Executive Committee hold this case for outcome of additional investigation. Motion carried by majority.**

**M/S (LH/JN): In case number 22237, I move that the Executive Committee hold this case and wait for additional court action. Motion carried by majority.**

**M/S (KH/MR): In case number 22238, I move that the Executive Committee hold this case for additional investigation. Motion carried by majority.**

**M/S (MR/JN): In case number 22239, I move that the Executive Committee find probable cause and recommend a letter of reprimand. Motion carried by majority.**

**M/S (KH/JN): In case number 22240, I move that the Executive Committee not find probable cause. Motion carried by majority.**

**M/S (MR/JN): In case number 22241, I move that the Executive Committee hold this case pending further court action. Motion carried by majority.**

**M/S (LH/KH): In case number 22242, I move that the Executive Committee find probable cause and recommend indefinite suspension. Motion carried by majority.**

**M/S (LH/MR): In case number 22243, I move that the Executive Committee find probable cause and recommend indefinite suspension. Motion carried by majority.**

**M/S (JN/KH): In case number 22244, I move that the Executive Committee find probable cause and recommend a letter of reprimand. Motion carried by majority.**

**M/S (KH/JN): In case number 22245, I move that the Executive Committee find probable cause and recommend a letter of reprimand. Motion carried by majority.**

**M/S (LH/MR): In case number 22246, I move that the Executive Committee find probable cause and recommend indefinite suspension. Motion carried by majority.**



## Recruitment, Retention, and Authorizations Committee Meeting

650 W State Street, Boise; Rotunda Conference Room, Third Floor

Thursday, February 2, 2023

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

Members absent: Tate Castleton

Staff present: Mandy Fulbright, Cina Lackey

### 1. PSC Staff Issuance Report – Information Item

- PSC Staff submitted eighty-seven (87) Emergency Provisional Applications to be reviewed December 21, 2022 at the meeting of the State Board of Education. Eighty-seven (87) were approved.
- PSC Staff submitted thirty-one (31) Emergency Provisional Applications to be reviewed at the February 15, 2023 meeting of the State Board of Education.
- PSC Staff approved 148 completed Alternative Authorizations.

Alternative Authorization Type	Applications Approved
Content Specialist	80
Teacher to New Certificate	3
Teacher to New Endorsement	47
Pupil Service Staff	6
CTE-Content Specialist	4
CTE – Teacher to New Certificate	1
CTE – Teacher to New Endorsement	7
Totals	148

2. The committee discussed relaying to their districts and nominating bodies the Idaho Mentor Program Standards that are available for schools to use as part of the Alternative Authorization and Non-Traditional mentor requirements. We are requesting the Professional Standards Commission share these standards as well. The document is available under the full commission folder in the SFTP website. A direct link to the State Board of Education's website can be found at the top of this document.
3. Tyson Carter, School Improvement Coordinator of the State Department of Education, provided a presentation on the Danielson Framework and Professional Development offered by the State Department of Education.



# IDAHO PROFESSIONAL STANDARDS COMMISSION

PO Box 83720 Boise ID 83720-0027 · [www.sde.idaho.gov/cert-psc/psc/](http://www.sde.idaho.gov/cert-psc/psc/)

## Standards Committee Meeting

Physical Location: 650 W State Street, Boise; Room 229, Second Floor

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

February 2, 2023

Members present: Kristi Enger, Stacey Jensen, Vanessa Anthony Stevens, Lori Sanchez, and Emma Wood

Members absent: None

PSC staff present: Helen Henderson, Cina Lackey

Others: Katie Shoup (OSBE)

Committee called to order at 12:04 p.m.

### Praxis Updates – Action Item for full PSC

In accordance with IDAPA 08.02.02.017.01, State Board of Education approved content, pedagogy and performance area assessments shall be used in the state of Idaho to ensure qualified teachers are employed in Idaho's classrooms. The Professional Standards Commission shall recommend assessments and qualifying scores to the State Board of Education for approval.

The Special Education: Foundational Knowledge (5355) Praxis II assessment has been regenerated with a new multi-state cut score. The Teaching Reading: Elementary (5205) Praxis II assessment recommended as the content assessment for the new Literacy K-3 endorsement approved by the Idaho State Board of Education in December 2022 (Board Policy IV.B).

**Motion for Full PSC:** I move to recommend the following Praxis II assessments and qualifying scores to the Idaho State Board of Education for approval: Special Education: Foundational Knowledge (5355), and Teaching Reading; Elementary (5205).

### Educator Preparation Program (EPP) Review Update – Information Item

Katie Shoup, Educator Effectiveness Coordinator in the Office of the State Board of Education, updated the Standards Committee on work that she is facilitating with personnel from the college of teacher education and other stakeholders. She noted that there is little to share at this point because the framework is only in the beginning stages of development. It is anticipated that the review process for EPPs will look more at overarching concepts but will include elements of what these reviews have considered in the past. The prior review process did not have metrics that cut across all types of EPPs that prepare teachers in Idaho; current work seeks to identify metrics that consider the scope of preparation programs. It is intended that the resulting EPP review process will lead to more consistent candidate outcomes by focusing more fully on the EPP inputs to train and prepare initial candidates.

### Indian Education Professional Development Opportunities

Vanessa Anthony Stevens shared some opportunities to facilitate teacher educators as leaders in supporting the Standard 11 state-specific preparation standard:

- The teacher candidate should be able to distinguish between each of the federally recognized tribes with respect to the retention of their ancestral lands in Idaho: Coeur d'Alene Tribe, Kootenai Tribe of

Idaho, Nez Perce Tribe, Shoshone-Bannock Tribes, and the Shoshone-Paiute Tribes. Teacher candidates build capacity in learners to utilize the assets that each learner brings to the learning community based on their backgrounds and experiences.

*\*The federal, state, local, and tribal governments of Idaho recognize the unique inherent self-determination of each tribe. The self-determination of each tribe recognizes Indigenous peoples as peoples, rather than populations or national minorities. The tribes are separate and distinct from each other.*

- ✓ **Introduction to Indian Education in Idaho** – self paced modules live 1/11-5/23/2023
  - Assists in meeting Standard 11: American Indian Tribes In Idaho\*
  - About this opportunity:
    - Online, self-paced module that is fairly short (15 hours or less)
    - Can be taken by anyone
- ✓ **2023 Faculty Education Summit: Teaching and Reaching All Idaho Students Through Indigenous Education** – 2/10/2023, 9 a.m.-3:30 p.m., University of Idaho campus
  - Models a half/full day session that can be done with College of Ed faculty at any of our institutions/regions. The primary focus is to help all faculty gain information about Standard 11 and support faculty to identify resources (Tribal Nations, quality content, networks, applied learning events, etc.) for teaching awareness of the Idaho’s five Tribal Nations.
  - IKEEP (Indigenous Knowledge for Effective Education Program) staff at UI would be happy to collaborate with institutions in southern Idaho to host a similar summit in partnership with regional Tribal Nations and the Office of Indian Education.

#### Idaho Standards for Initial Certification of Professional School Personnel (ISICPSP)

Discussion ensued about the current disposition of the ISICPSP. Specifically, where are they and what could happen with them during this current session: Currently:

- 2022 standards codified by the legislature were not approved by SBOE
- 2019 standards approved by SBOE are no longer codified
- Idaho Administrative Code IDAPA 08.02.02.100 requires SBOE approval of preparation standards

Committee adjourned 12:43 p.m.