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EPSB Meeting Agenda
EPSB Offices
100 Airport Road, 3rd Floor, Conference Room A, Frankfort, KY 40601
May 22, 2012

Tuesday, May 22, 2012

9:00 AM EDT Call to Order

Swearing- In of New Board Member

Roll Call

Open Speak

Approval of Consent Items

- A. Approval of March 5, 2012 EPSB Minutes (**Pages 1-22**)
- B. Principal Preparation Program, All Grades, University of Kentucky (**Pages 23-26**) (Dr. Kim Walters-Parker)
- C. Master of Science in Education - Teacher Leader: Interdisciplinary Early Childhood Education (IECE), University of Kentucky (**Pages 27-30**) (Dr. Walters-Parker)
- D. Master of Science in Education - Teacher Leader: Special Education (SPED), University of Kentucky (**Pages 31-34**) (Dr. Walters-Parker)
- E. Approval of Contract (**Pages 35-36**) (Ms. Ashley Abshire)
- F. KTIP Appeal (Mr. Brown; Mr. Gary Stephens) (**Pages 37-40**)

Report of the Executive Director

- A. Report from the Kentucky Department of Education
- B. Report from the Council on Postsecondary Education
- C. Legislative Update (Ms. Alicia Sneed)
- D. An Update on Teach for America (Mr. Will Nash)

Report of the Chair

Appointments

Kentucky Advisory Council on Internships

Information/Discussion Items

- A. 16 KAR 6:030. Examination Prerequisites for Principal Certification, Notice of Intent (**Pages 41-48**) (Mr. Robert Brown)
- B. 16 KAR 3:010. Certification for School Superintendent, Notice of Intent (**Pages 49-58**) (Mr. Robert Brown)
- C. Awarded Contracts (**Pages 59-60**) (Ms. Ashley Abshire)

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Action Items

- A. Future Board Meeting Dates (**Pages 61-64**)
(Ms. Ashley Abshire)
- B. 16 KAR 2:120. Emergency Certification and Out-of-Field Teaching, Final Action (**Pages 65-84**) (Ms. Sneed)
- C. Funding for KTIP in 2013 (Mr. Brown)
(**Pages 85-86**)

Board Comments

Following a motion in open session, it is anticipated that the board will move into closed session as provided by KRS 61.810 (1)(c), (1)(f) and (1)(j).

Certification Review and Revocation: Pending Litigation Review

Committee Report

Executive Director Search Committee

Following review of pending litigation and personnel issues, the board shall move into open session. All decisions will be made in open session.

Adjournment

Next Regular Meeting:
August 2012, EPSB Offices

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The actions delineated below were taken in open session of the EPSB at the March 5, 2012 meeting. This information is provided in summary form; an official record of the meeting is available in the permanent records of the Education Professional Standards Board (EPSB), 100 Airport Road, 3rd Floor, Frankfort, KY 40601

**Education Professional Standards Board (EPSB)
Summary Minutes of the Regular Business Meeting
EPSB Offices, 100 Airport Road, 3rd Floor
Frankfort, Kentucky
March 5, 2012**

Consent Item A

Call to Order

Chair Cathy Gunn called the meeting to order at approximately 9:20 a.m. EST.

Roll Call

The following members were present during the March 5, 2012, EPSB meeting: Brandy Beardsley, Bradley Bielski, Barbara Boyd, Ellen Blevins, John DeAtley, Cathy Gunn, Allen Kennedy, Marie McMillen, Tom Stull, Mark Wasicsko, and Lorraine Williams. Michael Dailey, Sandy Sinclair-Curry, Zenaida Smith, Anthony Strong, and Cassandra Webb were absent.

Open Speak

There were no requests for Open Speak.

Approval of Consent Items

Chair Gunn requested that board members identify any items on the consent agenda that they wished to discuss prior to taking final action. No items were identified.

2012- 007

Motion made by Ms. Lorraine Williams, seconded by Mr. John DeAtley, to approve the following items on the consent agenda:

Approval of January 9, 2012 EPSB Minutes

Principal Preparation Program, All Grades, Eastern Kentucky University

Principal Preparation Program, All Grades, University of the Cumberlands

Vote: *Unanimous*

Dr. Kim Walters-Parker recognized representatives from Eastern Kentucky University and the University of the Cumberlands, whose programs were approved.

Report of the Executive Director

Report from the Kentucky Department of Education

There was no report from KDE.

Report from the Council on Postsecondary Education

Mr. John DeAtley reported on the recent forum, “Architecture for Implementing the Common Core Standards: Strategies, Partnerships & Progress.” EPSB board member Allen Kennedy attended the forum. Mr. DeAtley said that nearly 400 registrants from 22 states were in attendance. PowerPoints and videos on the plenary sessions will be available at www.kycorestandards.org.

Legislative Update

Ms. Alicia Sneed reported that Senate resolutions to confirm the new board members’ appointments may not occur until the last day of the legislative session. Ms. Sneed also reviewed several bills that have been introduced to the legislature, none directly affecting the EPSB. Ms. Sneed stated that she hopes more will be known about the state budget by the May EPSB meeting.

An Update on the National Board for Professional Teaching Standards

Dr. Rogers introduced Dr. Wil Parker, the Director of Diversity Initiatives at the National Board for Professional Teaching Standards (NBPTS). Dr. Parker was in Frankfort to celebrate the 289 new National Board Certified teachers scheduled to be recognized by legislators on Tuesday, March 6th. He updated the board on recent events at the NBPTS offices and voiced the organization’s continued support for the EPSB to push the initiatives for National Board Certification.

Executive Director’s Retirement

Executive Director Phillip Rogers announced his retirement from the EPSB, effective July 1, 2012. He stated that after a lot of anguished thought, he is convinced this is the right decision for him and his family. He has accepted an offer from the National Association of State Directors of Teacher Education and Certification to become the executive director of that organization. In his resignation letter that Chair Cathy Gunn read to the board, Dr. Rogers thanked the board for the opportunity and support over the last 12 years.

Report of the Chair

Appointments

Kentucky Advisory Council on Internships (KACI)

Chair Cathy Gunn appointed Dr. Charles Gagel to KACI. She also reappointed the following individuals to the committee: Richard (Rich) Crowe, Judy Thomas, Dr. Richard (Dick) Roberts, and Dr. Sharon Brennan.

Accreditation Audit Committee (AAC)

Chair Gunn reappointed Dr. Shirley Nelson and Mr. Tim Watkins to the AAC.

Executive Director Search Committee

Chair Gunn appointed herself as chair of the Executive Director Search Committee and also appointed the following individuals to the committee: Tom Stull, Lorraine Williams, Allen Kennedy, Zenaida Smith, Anthony Strong, and Mike Carr. She stated that the tasks of the committee will be to update the job description, establish the method for publicizing the position,

create a timeline for selecting the executive director, develop the application and selection process, and decide the compensation package range for the position. Dr. Gunn anticipates reporting back to the board at the May meeting on the progress of these tasks. The committee will be polling the board by email over the next few weeks on the characteristics and qualities the board desires for the next EPSB executive director.

Committee Report

Nominating Committee

Dr. Gunn thanked Ms. Lorraine Williams and Mr. Allen Kennedy for serving on the nominating committee. The committee nominated Tom Stull as vice-chair. Dr. Gunn asked for further nominations from the board. There were no further nominations.

2012-008

Motion made by Ms. Williams, seconded by Mr. Allen Kennedy, to elect Tom Stull as the new vice chair.

Vote: 10 – Yes
1 – Recuse (Tom Stull)

Information/Discussion Items

16 KAR 2:120. Emergency Certification and Out-of-Field Teaching, Notice of Intent

Ms. Alicia Sneed stated that since August 2011, the EPSB began piloting a new online application system for emergency substitute applications in Jefferson and Fayette counties. Staff is ready to take this system statewide but must seek changes in the regulation to ensure compliance. This item will be brought back at the May meeting for final action.

Action Items

Northern Kentucky University Accreditation

2012-009

Issue 1

Motion made by Ms. Williams, seconded by Dr. Bradley Bielski, to accept the recommendation of the AAC and grant accreditation for Northern Kentucky University.

Vote: 10 – Yes
1 – Recuse (Mark Wasicsko)

2012-010

Issue 2

Motion made by Ms. Williams, seconded by Dr. Bielski, to accept the recommendation of the AAC and grant approval for the initial and advanced level educator preparation programs at Northern Kentucky University.

Vote: 10 – Yes
1 – Recuse (Mark Wasicsko)

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Western Kentucky University Accreditation

2012-011

Issue 1

Motion made by Ms. Williams, seconded by Mr. DeAtley, to accept the recommendation of the AAC and grant accreditation for Western Kentucky University.

Vote: *Unanimous*

2012-012

Issue 2

Motion made by Ms. Williams, seconded by Ms. Barbara Boyd, to modify the AAC recommendation and grant approval for the initial and advanced level educator preparation programs at Western Kentucky University.

Vote: *Unanimous*

16 KAR 4:030. Out of State Preparation, Final Action

2012-013

Motion made by Dr. Mark Wasicsko, seconded by Ms. Williams, to approve the proposed amendments to 16 KAR 4:030.

Vote: *Unanimous*

Meeting Policy, Final Action

2012-014

Motion made by Mr. Allen Kennedy, seconded by Dr. Wasicsko, to approve the proposed new board meeting policy.

Vote: *Unanimous*

Rescheduling of May Board Meeting Date

2012-015

Motion made by Dr. Bielski, seconded by Ms. Marie McMillen, to approve the rescheduling of the May board meeting date from Monday, May 14th to Tuesday, May 22nd.

Vote: *Unanimous*

Board Comments

Dr. Mark Wasicsko asked staff to reexamine the Elementary Mathematics Specialist endorsement. He said that the math community views the word “specialist” as requiring more content hours and a greater depth of knowledge than what was originally intended with this certificate. He would like to see the word “specialist” removed from the certificate and only have an Elementary Mathematics endorsement.

Dr. Wasicsko also asked to discuss at a future EPSB meeting the idea that the Council for the Accreditation of Educator Preparation (CAEP) be the only accrediting agency for educator preparation programs in Kentucky.

**DISCIPLINARY MATTERS:
MINUTES OF CASE REVIEW
March 5, 2012**

Motion made by Ms. Lorraine Williams, seconded by Ms. Marie McMillen, to go into closed session for the purpose of discussing proposed or pending litigation in accordance with KRS 61.810(1) (c) & (j).

Vote: *Unanimous*

Motion made by Ms. Williams, seconded by Mr. DeAtley, to return to open session.

Vote: *Unanimous*

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

Lorraine Williams, Tom Stull, Bradley Bielski, Cathy Gunn, John DeAtley, Allen Kennedy, Barbara Boyd, Marie McMillen, Brandy Beardsley, Ellen Blevins, and Mark Wasicsko.

Attorneys present were Alicia A. Sneed, Gary A. Stephens, Courtney Baxter, Cassie Trueblood, Whitney Crowe, and Angela Evans.

Initial Case Review

<u>Case Number</u>	<u>Decision</u>
1108625	Hear
1110806	Hear
1111830	Hear
1111836	Hear
1111881	Hear
1111883	Hear
1111856	Hear
1111875	Defer for training
1112920	Defer for training
1112953	Admonish
1112927	Dismissed
1111879	Admonish
1111860	Defer for training
1111826	Hear
1111896	Defer for training
1112904	Hear
1112935	Admonish
1112933	Admonish
1111828	Hear
1111858	Hear
1112943	Dismissed
1112937	Hear

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1112902	Admonish
1111820	Admonish
1111852	Hear
1111877	Hear
1111893	Hear
1111822	Hear
1110787	Hear
1112906	Hear
1112914	Hear (<i>Mr. Stull recused</i>)
1111840	Hear
1111850	Hear
1111865	Hear
1112966	Hear
1112900	Hear
1111890	Hear
1112916	Hear
1102918	Hear
1112955	Hear
1110785	Hear
1110789	Hear
1112912	Dismissed
1110797	Admonish
1111834	Hear
1105305	Dismissed
1107549	Dismissed
1103226	Dismissed
1004263	Defer for training
11019	Dismissed

Character/Fitness Review

<u>Case Number</u>	<u>Decision</u>
128	Approve
1210	Approve
1212	Approve
126	Approve
1218	Approve
1226	Approve
11985	Approve
111047	Deny
11982	Approve
1242	Approve
1243	Approve
1240	Approve
1246	Approve
1245	Approve

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124	Defer
1223	Deny
1252	Approve
1241	Approve
1255	Deny
1257	Approve
1231	Approve
1279	Approve
1282	Approve
1280	Approve
1285	Approve
1287	Approve
1288	Approve
1289	Approve
1292	Deny
1267	Deny
1296	Approve
1276	Approve
1236	Approve
12102	Approve
12110	Deny
12111	Approve
12113	Deny
12125	Defer
1286	Approve
1225	Approve
1260	Deny
12119	Approve
12133	Approve
12121	Approve
12136	Approve
1234	Approve

Agreed Orders

<u>Case Number</u>	<u>Decision</u>
1103241 (Steven Moscoe)	Accept Agreed Order which states that Respondent is currently on KTRS Disability Retirement. Prior to his return to a position that requires Kentucky certification, Respondent shall provide written proof to the Board that he has been assessed by a state certified mental health counselor, as approved by the Board, and is competent to fulfill his duties as an educator. Respondent shall provide proof that he has complied with any treatment

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recommendations proposed by the mental health counselor and shall continue to provide treatment records to the Board until he has been released from treatment by the counselor. Any expense incurred for the assessment or follow-up treatment shall be paid by Respondent. If Respondent fails to satisfy this condition, Certificate Number 000024464 shall be automatically suspended until Respondent provides the appropriate written proof to the Board.

Vote: *Unanimous*

11970 (Aaron Bassham)

Accept Agreed Order which states that upon acceptance of this agreement by the Board, Respondent shall be issued a Kentucky teaching certificate upon providing proof that he has met the academic and testing requirements necessary for issuance of a certificate; however, any and all certificates issued to Respondent by the Board shall be subject to the following conditions:

1. Prior to accepting a position that requires Kentucky certification, Respondent shall undergo a comprehensive alcohol/substance abuse assessment by a Kentucky licensed and/or certified chemical dependency counselor, as approved by the Board, and shall present written evidence to the Board that he has complied with the assessment process and successfully completed any and all treatment recommendations proposed by the chemical dependency counselor. Respondent shall also submit quarterly written progress reports from his chemical dependency counselor until such time as the counselor releases him from treatment. Any expense for the assessment, treatment and/or written reports shall be paid by Respondent.
2. By August 1, 2012, Respondent shall submit written proof to the Board that he has completed twelve (12) hours of professional ethics training, as approved by the Board. Any expense required for said training shall be paid by Respondent. Failure to comply with this condition will result in Respondent's certificate being automatically suspended until Respondent is in compliance.
3. Respondent shall submit current national and state criminal background reports to the Board with any application for renewal of his certification(s) and/or for additional certification(s). Any expense for the national and state criminal background reports shall be paid by Respondent. Failure to comply with this condition will result in the denial of all applications for renewal and/or additional certification(s) submitted by Respondent or on his behalf.

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Vote: *Unanimous*

1011776 (Howard Tripp)

Accept Agreed Order suspending Respondent's certificate for a period of forty-five (45) days from the date upon which the Board approves this agreement. Respondent shall neither apply for, nor be issued, a teaching certificate in the Commonwealth of Kentucky during the suspension period. Upon acceptance of this agreement by the Board, Respondent shall immediately surrender the original and all copies of his certificate to the EPSB, by delivering or mailing to 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601.

Respondent is hereby admonished for conduct unbecoming a teacher and for neglect of duty. Being under the influence of alcohol compromises one's ability to perform one's teaching responsibilities and puts the health, safety, and well-being of students in jeopardy. The Board expects Respondent to uphold the Professional Code of Ethics for Kentucky Certified School Personnel in the future.

Upon reinstatement, his certificate, and any future endorsements or new areas of certification, shall be subject to the following permanent probationary terms:

1. Respondent shall not be convicted of nor enter a guilty or no contest plea to any alcohol-related criminal charge(s).

Failure to comply with this condition will result in Respondent's certificate being automatically suspended for further action by the Board.

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

Respondent is aware that should he violate any provision of KRS 161.120, at any time in the future, the Board shall initiate disciplinary action and seek additional sanctions.

Prior to accepting any teaching and/or administrative position in any school district in the Commonwealth of Kentucky, Respondent shall comply with the following:

1. Respondent shall undergo a comprehensive alcohol/substance abuse assessment by a Kentucky licensed and/or certified chemical dependency counselor as approved by the Board and shall present written evidence to the Board that he has complied with the assessment

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process and has successfully completed any and all treatment recommendations. Any expense for the assessment, treatment and/or written reports shall be paid by Respondent.

2. Respondent shall provide written proof to the Board that he has successfully completed twelve (12) hours of professional development or training, as approved by the Board, in teacher ethics. Any expense incurred for said training shall be paid by Respondent.

Should Respondent fail to satisfy either of these conditions prior to accepting any teaching and/or administrative position in any school district in the Commonwealth of Kentucky, his certificate shall be automatically suspended for a period of one (1) year. If applicable, at the conclusion of the one (1) year suspension, Respondent's certificate shall remain suspended until such time as all of the above conditions are met.

Vote: *Unanimous*

1104277 (William George) Accept Agreed Order in which Respondent agrees neither to apply for nor accept certified employment at any school district in the Commonwealth of Kentucky at any time in the future. Should Respondent fail to satisfy this condition, his certificate shall be automatically suspended for a period of one (1) year, and the Board shall initiate new disciplinary action and seek additional sanctions.

Vote: *Unanimous*

1107499 (Adam Kirk) Accept Agreed Order suspending Respondent's certificate for three days beginning June 27, 2011. Respondent shall surrender the original and all copies of this certificate immediately, by first class mail or personal delivery to the Education Professional Standards Board, 100 Airport Road, Third Floor, Frankfort, Kentucky 40601.

On or before August 1, 2012, Respondent shall present written evidence to the Board that he has completed twelve hours of professional development/training in ethics and boundary issues, approved by the Board and at his own expense, and confidentiality training, approved by the Board and at his own expense.

If Respondent fails to satisfy either of these conditions, his certificate shall be automatically suspended and remain so until all conditions are met.

Vote: *Unanimous (Ms. Williams recused)*

1109728 (Eduardo Elenes) Accept Agreed Order permanently revoking Respondent's teaching certificate. Respondent shall neither apply for, nor

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be issued, a teaching and/or administrative certificate in the Commonwealth of Kentucky at any time in the future.

Respondent shall surrender the original certificate and all copies of his certificate to the EPSB, by delivering or mailing them to 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601.

Vote: *Unanimous*

- 1103220 (Steven Mahoney) Accept Agreed Order admonishing Respondent for interacting with colleagues in an inappropriate manner. The Board reminds Respondent that, as an educator, he must treat colleagues with dignity and respect in all circumstances. The Board will not tolerate any further incidents of misconduct from Respondent. Upon acceptance of this agreement by the Board, Respondent's certificate shall be on probation for a period of two (2) years and subject to the following probationary conditions:
1. Respondent shall provide written proof to the Board that he has completed three (3) hours of sexual harassment awareness training, as approved by the Board, by August 1, 2012. Any expense required for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, his certificate shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.
 2. Respondent shall submit written proof to the Board that he has completed twelve (12) hours of professional ethics training, as approved by the Board, by August 1, 2012. Any expense required for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, his certificate shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.
 3. During the probationary period, Respondent shall not receive disciplinary action for sexual harassment from any school district in which he is employed. "Disciplinary action" is defined as any suspension, termination, or public reprimand issued by any school district in the Commonwealth of Kentucky and upheld, if requested, by either the tribunal and/or arbitration process. If Respondent fails to satisfy this condition, his certificate shall be automatically suspended for a period of thirty (30) days and subject to additional sanctions by the Board pursuant to

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KRS 161.120.

Vote: *Unanimous*

1106461 (Carrie Nelson)

Accept Agreed Order admonishing Respondent for exercising poor professional judgment and engaging in dishonest conduct by submitting a falsified doctor's note for an absence from work. The Board reminds Respondent that she has a duty to exemplify behaviors which maintain the dignity and integrity of the profession. The Board will not tolerate any further incidents of misconduct by Respondent.

Respondent's certificate shall be on probation for a period of two (2) years from the date the Board approves this Order, and subject to the following probationary conditions:

1. By August 1, 2012, Respondent shall provide written proof to the Board that she has been assessed by a Kentucky licensed and/or certified physician, as approved by the Board, and is fit to fulfill her duties as an educator. Respondent shall provide proof that she has complied with any treatment recommendations proposed by the physician and shall continue to provide treatment records to the Board until she has been released from treatment by the physician. Any expense incurred for the assessment or follow-up treatment shall be paid by Respondent. If Respondent fails to satisfy this condition, Certificate Number 43347 shall be automatically suspended until Respondent provides the appropriate written proof to the Board.
2. By August 1, 2012, Respondent shall submit written proof to the Board that she has completed twelve (12) hours of professional ethics training, as approved by the Board. Any expense required for said training shall be paid by Respondent. Should Respondent fail to satisfy this condition, her certificate shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.
3. During the probationary period, Respondent shall refrain from receiving any disciplinary action from any school district in which she is employed. "Disciplinary action" is defined as any suspension, termination, or public reprimand issued by any school district in the Commonwealth of Kentucky and upheld, if requested, by either the tribunal and/or arbitration process. Should Respondent fail to satisfy this condition, her certificate shall be automatically suspended for a period of thirty (30) days and subject to additional sanctions by the Board pursuant to RS 161.120.

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Vote: *Unanimous*

1103160 (Pamela Bates)

Accept Agreed Order admonishing Respondent for her lack of professional judgment in interactions with students. As an education professional, it is Respondent's responsibility to set and maintain appropriate boundaries with all students. It is inappropriate for a teacher to place her hands on a student simply because she is cold and the student is warm. The Board will not tolerate any further incidents of misconduct from Respondent.

Upon acceptance of this agreement by the Board, Respondent's certificate shall be on probation for a period of two (2) years and subject to the following probationary conditions:

1. By June 1, 2012, Respondent shall provide written proof to the Board that she has been assessed by a state certified mental health counselor, as approved by the Board, and is competent to fulfill her duties as an educator. Respondent shall provide proof that she has complied with any treatment recommendations proposed by the mental health counselor and shall continue to provide treatment records to the Board until she has been released from treatment by the counselor. Any expense incurred for the assessment or follow-up treatment shall be paid by Respondent. If Respondent fails to satisfy this condition, her certificate shall be automatically suspended until Respondent provides the appropriate written proof to the Board.
2. By August 1, 2012, Respondent shall submit written proof to the Board that she has completed six (6) hours of classroom management training, as approved by the Board. Any expense required for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, her certificate shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.
3. By August 1, 2012, Respondent shall submit written proof to the Board that she has completed twelve (12) hours of professional ethics training with an emphasis on teacher student boundaries, as approved by the Board. Any expense required for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, her certificate shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.
4. During the probationary period, Respondent shall not

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receive any disciplinary action involving inappropriate interactions with students from any school district in which she is employed. "Disciplinary action" is defined as any suspension, termination, or public reprimand issued by any school district in the Commonwealth of Kentucky and upheld, if requested, by either the tribunal and/or arbitration process. If Respondent fails to satisfy this condition, her certificate shall be automatically suspended for a period of thirty (30) days and subject to additional sanctions by the Board pursuant to KRS 161.120.

Vote: *Unanimous*

- 1105293 (Suzanne Hinton) Accept Agreed Order admonishing Respondent for conduct unbecoming a teacher. The Board reminds Respondent that as a certified teacher she has a duty to exemplify behaviors which maintain the dignity and integrity of the profession. The Board will not tolerate any further incidents of misconduct from Respondent.
- Upon acceptance of this agreement by the Board, Respondent's certificate shall be on probation for a period of two (2) years and subject to the following probationary conditions:
1. Respondent has provided written proof to the Board that she has been assessed by a state certified mental health counselor, and is competent to fulfill her duties as an educator. Respondent shall continue to submit semiannual written progress reports, by January 1st and July 1st of each year, from her treatment provider stating that she is maintaining the counseling relationship and following all treatment recommendations until such time as the counselor releases her from treatment. Any expense for the treatment and written reports shall be paid by Respondent. If Respondent fails to satisfy this condition, her certificate shall be automatically suspended until Respondent submits the required written documentation to the Board.
 2. By September 1, 2012, Respondent shall submit written proof to the Board that she has completed twelve (12) hours of professional ethics training, as approved by the Board. Any expense required for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, her certificate shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.
 3. By September 1st of each year of the probationary period, Respondent shall submit a copy of her current criminal record, as prepared by the Administrative Office of the Courts. Any expense required to satisfy this condition shall

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be paid by Respondent. If Respondent fails to satisfy this condition, her certificate shall be automatically suspended until Respondent submits the required written documentation to the Board.

4. During the probationary period, Respondent shall not be convicted of nor enter a guilty or no contest plea to any criminal charge(s) other than minor traffic violations. If Respondent fails to satisfy this condition, her certificate shall be automatically suspended for a period of one (1) year, and subject to additional sanctions by the Board pursuant to KRS 161.120.

Vote: *Unanimous*

CF11967 (Ryan Haley)

Accept Agreed Order admonishing Respondent for engaging in dishonest conduct by falsifying an application for teacher certification. Regardless of whether the falsification is intentional or negligent, misrepresenting records of fact relating to one's qualifications or fitness violates the Professional Code of Ethics for Kentucky Certified School Personnel. The Board will not tolerate any further incidents of misconduct by Respondent. Respondent shall be issued a Kentucky teaching certificate upon providing proof that he has met the academic and testing requirements necessary for issuance of a certificate and upon providing proof that he has complied with the following condition:

Prior to being issued any teaching and/or administrative certification in the Commonwealth of Kentucky, Respondent shall undergo a comprehensive substance abuse assessment by a Kentucky licensed and/or certified chemical dependency counselor, as approved by the Board, and shall provide written evidence to the Board that he has complied with the assessment process and has successfully completed any and all treatment recommendations. Any expense for the assessment, treatment and/or written reports shall be paid by Respondent. Failure to comply with this condition will result in the denial of all applications for renewal and/or additional certification(s) submitted by Respondent or on his behalf.

In order to maintain or obtain any certificate in the future, Respondent shall comply with the following:

1. Respondent shall not be convicted of nor enter a guilty or no contest plea to any criminal charge(s) other than minor traffic violations. Failure to comply with this condition will result in Respondent's certificate being automatically

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suspended for further action by the Board.

2. Respondent shall submit current national and state criminal background reports to the Board with any application for renewal of his certification(s) and/or for additional certification(s). Any expense for the national and state criminal background reports shall be paid by Respondent. Failure to comply with this condition will result in the denial of all applications for renewal and/or additional certification(s) submitted by Respondent or on his behalf.

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

Vote: *Unanimous*

1105342 (Sandra VonHandorf) Accept Agreed Order admonishing Respondent for engaging in inappropriate physical interactions with a student. An educator has a duty to take reasonable measures to protect the health, safety, and emotional well-being of students and has a responsibility to stay current on proper disciplinary methods. In the future, Respondent must remain aware of the line between appropriate and inappropriate physical interactions with students.

Respondent's certificate, and any future endorsements or new areas of certification, shall be subject to the following probationary conditions for a period of two (2) years:

1. On or before April 1, 2012, Respondent shall undergo an anger management assessment by a licensed clinical provider, as approved by the Board, and shall present written evidence to the Board that she has complied with the assessment process and has successfully completed all treatment recommendations. Any expense for the assessment, treatment, and/or written reports shall be paid by Respondent.

2. On or before January 1, 2013, Respondent shall provide written proof to the Board that she has successfully completed twelve (12) hours of professional development or training, as approved by the Board, on the Professional Code of Ethics for Kentucky Certified School Personnel. Any expense incurred for said training shall be paid by Respondent.

3. Respondent has provided written proof to the Board that she has successfully completed a course in classroom management.

4. For the duration of the probationary period, Respondent shall receive no disciplinary action involving inappropriate

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physical interactions with a student. “Disciplinary action” is defined as any public reprimand, suspension, or termination issued by any school district in the Commonwealth of Kentucky and upheld, if requested, by either a tribunal and/or arbitration process.

By entering into this Agreed Order, Respondent agrees that should she fail to satisfy any of these conditions during the probationary period, her certificate shall be automatically suspended for a period of thirty (30) days. If applicable, at the conclusion of the thirty (30) day suspension, Respondent’s certificate shall remain suspended until such time as the probationary conditions are met.

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

Vote: *Unanimous*

1103182 (Brandon Rolf)

Accept Agreed Order retroactively suspending Respondent’s certificate for a period of two (2) years beginning February 25, 2011. Respondent shall neither apply for, nor be issued, a teaching certificate in the Commonwealth of Kentucky during the suspension period. Upon acceptance of this agreement by the Board, Respondent shall immediately surrender the original and all copies of his certificate to the EPSB, by delivering or mailing to 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601.

In addition to any educational requirements, reinstatement of Respondent’s certificate at the conclusion of the two (2) year suspension period is expressly conditioned upon Respondent providing written evidence that he has complied with the following:

1. Respondent shall undergo an anger management assessment by a licensed clinical provider, as approved by the Board, and shall present written evidence to the Board that he has complied with the assessment process and has successfully completed all treatment recommendations. Any expense for the assessment, treatment, and/or written reports shall be paid by Respondent.
2. Respondent shall provide written proof to the Board that he has successfully completed twelve (12) hours of ethics training as approved by the Board. Any expense incurred for said training shall be paid by Respondent.
3. Respondent shall provide written proof to the Board that

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he has successfully completed twelve (12) hours of classroom management training as approved by the Board. Any expense incurred for said training shall be paid by Respondent.

Should Respondent fail to satisfy any of these conditions, his certificate shall not be reinstated.

Upon reinstatement of Respondent's certificate, Respondent shall be on permanent probation. Accordingly, Respondent shall receive no disciplinary action involving inappropriate interaction(s) with students. "Disciplinary action" is defined as any suspension, termination, or public reprimand issued by any school district in the Commonwealth of Kentucky and upheld, if requested, by either a tribunal and/or arbitration process.

By entering into this Agreed Order, Respondent agrees that should he fail to satisfy the terms of the permanent probation, his certificate shall be automatically suspended for an additional period of one (1) year.

Respondent is aware that should he violate KRS 161.120, either during or following this permanent probation, the Board shall initiate new disciplinary action and seek additional sanctions.

Vote: *Unanimous*

1105338 (Allen Thacker)

Accept Agreed Order retroactively suspending Respondent's certificate for a period of two (2) years beginning May 2, 2011. Respondent shall neither apply for, nor be issued, a teaching certificate in the Commonwealth of Kentucky during the suspension period. Upon acceptance of this agreement by the Board, Respondent shall surrender the original certificate and all copies to EPSB, by hand-delivery or mailing to 100 Airport Road, 3rd Floor, Frankfort, Kentucky, 40601.

In addition to any educational requirements, reinstatement of Respondent's certificate at the conclusion of the two (2) year suspension period is expressly conditioned upon Respondent providing written evidence that he has complied with the following:

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

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

3. Respondent shall provide written proof to the Board that he has fulfilled all the mandates set forth in the Pretrial Diversion Agreement he entered into on May 2, 2011 in resolution of Owsley Circuit Court Case Number 10-CR-24.

Should Respondent fail to satisfy any of these conditions, his certificate shall not be reinstated.

Upon reinstatement, Respondent's certificate, and any future endorsements or new areas of certification, shall be subject to a permanent probation. During the first five (5) years of the permanent probationary period, Respondent shall comply with the following:

1. Respondent shall provide the Board with annual written reports from a certified chemical dependency counselor, as approved by the Board, certifying that he is maintaining the counseling relationship and following all recommended treatment. Failure to comply with this condition will result in Respondent's certificate being automatically suspended until the required annual report is submitted to the Board.

2. Respondent shall immediately submit to any random drug testing that is requested by the Board and shall have no positive drug tests. Any expense for said testing shall be paid by the Respondent. Failure to comply with this condition will result in Respondent's certificate being automatically suspended for further action by the Board. For the entirety of the permanent probationary period, Respondent shall comply with the following:

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

2. Respondent shall submit current national and state criminal background reports to the Board with any application for renewal of his certification(s) and/or for additional certification(s). Any expense for the national and state criminal background reports shall be paid by Respondent. Failure to comply with this condition will result in the denial of all applications for renewal and/or

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additional certification(s) submitted by Respondent or on his behalf.

Respondent is aware that should he violate KRS 161.120 either during or following this permanent probationary period, the Board shall initiate new disciplinary action and seek additional sanctions.

Vote: *Unanimous*

1106389 (Ronald Kinmon)

Accept Agreed Order suspending Respondent's certificate for seven (7) days beginning June 15, 2012. Respondent shall surrender the original and all copies of this certificate immediately, by first class mail or personal delivery to the Education Professional Standards Board, 100 Airport Road, Third Floor, Frankfort, Kentucky 40601.

Reinstatement of Respondent's certificate is conditioned upon the following.

1. Respondent shall present written evidence to the Board that he has completed twelve (12) hours of professional development/training in ethics and sexual harassment, approved by the Board and at his own expense.
2. Respondent shall present written evidence from a mental health professional, licensed in Kentucky and approved by the Board, that he is fit to return to a school leadership or classroom position and has completed any recommended counseling. Respondent shall bear any cost associated with meeting this requirement.
3. Respondent shall reimburse Grant County Schools \$687.16

If Respondent fails to satisfy any of these conditions, Respondent's certificate shall remain suspended until all conditions are met.

For five (5) years following reinstatement of this certificate, Respondent's certificate shall be subject to the following probationary condition.

Respondent shall not be disciplined by any school district for conduct that would be deemed a violation of KRS 161.120. Discipline shall be defined for the purposes of this agreement as any district sanction appealable pursuant to KRS 161.790, that if appealed, results in a finding by a tribunal that imposes a reprimand, suspension or termination. If Respondent violates this condition, the Board shall automatically suspend the certificate for a period of two years and may seek additional sanctions pursuant to KRS 161.120.

Vote: *Unanimous*

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08020409 (Teresa Hensley) Accept Agreed Order admonishing Respondent as follows: Teachers are charged with the duty of maintaining the dignity and integrity of the profession. Inappropriate statements such as those which Respondent allegedly made to her students and colleagues do not satisfy this duty. The Board will not tolerate any misconduct of this nature by Respondent in the future. Respondent is now retired. Respondent shall not resume teaching in the Commonwealth of Kentucky unless and until she attends twelve hours of training in the area of professional development. Should Respondent fail to obtain the twelve hours in training before accepting employment as a Kentucky teacher, her certificate will automatically be suspended until such training is completed.

Vote: *Unanimous*

Litigation

Case Number

Decision

07112289 (Patricia Buhl)

Motion made by Ms. McMillen, seconded by Ms. Williams, to grant Buhl's Motion to Reverse Order

Vote: Unanimous

Motion made by Ms. McMillen, seconded by Mr. Bielsky, to accept Agreed Order which states as follows:

Respondent's teaching certificate is hereby suspended for a period of two years retroactive to May 16, 2011. Further, Respondent must obtain twelve hours of training with Dr. Rosa Weaver. She must complete said training prior to reinstatement of her teaching certificate. Further, Respondent shall be assessed by a licensed counselor, therapist, psychologist or psychiatrist for anger management issues and comply with any and all treatment recommendations. The treatment provider must be approved by the Board. Should Respondent fail to complete said training, assessment or treatment recommendations her certificate will remain suspended until such time as she had completed all the requirements of this agreement. Finally, all costs associated with said training, assessments and treatment shall be borne by Respondent.

Vote: *Unanimous*

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Recommended Orders

Case Number

Decision

1105334 (Jessica Patrick)

Accept the Hearing Officer's Findings of Fact, Conclusions of Law, and Recommended Order and Permanently Revoke Respondent's certificate.

Vote: *Unanimous*

Motion made by Mr. DeAtley, seconded by Mr. Kennedy, to adjourn the meeting.

Vote: *Unanimous*

Meeting adjourned at 12:10 p.m.

Next Meeting: May 22, 2012
 9:00 AM
 EPSB Board Room
 Frankfort, Kentucky

EDUCATION PROFESSIONAL STANDARDS BOARD

STAFF NOTE

Consent Item B

Action Item:

University of Kentucky: Principal Preparation Program, All Grades

Applicable Statutes and Regulation:

KRS 161.028; KRS 161.048

16 KAR 3:050

Applicable Goal:

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

Issue:

Should the EPSB approve the University of Kentucky's request for a Principal Preparation Program, All Grades proposal?

Background:

Given the changing expectations and responsibilities of the principal, the Commonwealth Collaborative of School Leadership Programs (CCSLP) and the State Action for Education Leadership Programs (SAELP) deemed the present system of preparation of Kentucky principals inadequate. With the assistance of the Southern Regional Education Board (SREB), the groups further decided that Kentucky's principal preparation programs must be built upon the competencies identified with being an effective principal - one who can increase student achievement by guiding and supporting teachers while capably managing the school organization.

The 2006 General Assembly passed House Joint Resolution 14 (HJR 14), which instructed the executive director of the EPSB, in cooperation with the president of the Council on Postsecondary Education (CPE) and the Commissioner of Education, to convene a task force to present recommendations on the redesign of Kentucky's system for preparing and supporting principals. In August 2006 the Education Leadership Redesign (ELR) task force convened with 30 members and met for nearly one year.

The ELR recommendations resulted in changes to 16 KAR 3:050, which became effective October 2008. In March 2009 a seventeen-member Principal Review Committee was appointed by the EPSB and charged with evaluating the redesigned programs.

The Department of Educational Leadership Studies in the College of Education at the University of Kentucky is requesting approval of its redesigned principal preparation program. The program proposal is in accordance with the regulation and the program guidelines established by the EPSB. The program is designed to meet Level I and Level II certification requirements while candidates earn a Doctor of Education (Ed.D.) in Educational Leadership Studies. The program consists of 45 credit hours, including 33 credit hours of principal certification and leadership courses and 12 hours of research coursework to support scholar-practitioner research to help address key issues in candidates' schools and districts. Field/clinical experiences are designed to support candidates as transformational leaders who can successfully facilitate the implementation of high quality practices in diverse schools.

Groups/Persons Consulted:

Principal Review Committee

Alternative Actions:

1. Approve the University of Kentucky request for the redesigned Principal P-12 preparation program.
2. Modify and approve the University of Kentucky request for the redesigned Principal P-12 preparation program.
3. Do not approve the University of Kentucky request for the redesigned Principal P-12 preparation program.

Committee Recommendation:

Alternative 1

Rationale:

The Principal Review Committee recommends the University of Kentucky redesigned Principal P-12 preparation program proposal for approval. The university presented signed agreements with its collaborating partners and addressed all required components of the guidelines. The documents related to the program proposal are available on the EPSB secured website.

Contact Person:

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

Date:

May 22, 2012

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

RELATES TO: KRS 161.020, 161.027, 161.028, 161.030

STATUTORY AUTHORITY: KRS 161.027, 161.028, 161.030

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

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

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

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

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

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

(a) A master's degree;

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

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

1. Ability to improve student achievement;

2. Leadership; and

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

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

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

a. To observe school and district leadership; and

b. To participate in school and district leadership activities;

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

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

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

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

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

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

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

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

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

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

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

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

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

and

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

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

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

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

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

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b. Not be reviewed by the Continuous Assessment Review Committee, Content Program Review Committee, or the Reading Committee prior to presentation to the Education Professional Standards Board pursuant to 16 KAR 5:010, Section 22(2).

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

- i. Approval;
- ii. Approval with conditions; or
- iii. Denial of approval.

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

(2) Beginning May 31, 2009, in addition to the requirements established in 16 KAR 5:010, Section 22, the educator preparation unit shall prepare and submit to the Education Professional Standards Board for each principal preparation program for which the institution is seeking approval a concise description of the preparation program which shall provide the following documented information:

(a) Signed collaborative agreements with school districts that include the following:

1. Joint screening of principal candidates by both district and university;
2. Joint identification of potential program leaders and mentors;
3. District and university code sign and codelivery of courses; and
4. The manner in which the principal preparation program is based on the identified leadership needs of each district;

(b) The protocol for screening applicants that ensures the identification and admission of high quality candidates into the program;

(c) A matrix that illustrates the alignment between the standards and performance indicators identified in Section 3 of this administrative regulation and the program's curriculum and field experiences;

(d) A syllabus for each of the program's required courses identified in the documentation required by paragraph (c) of this subsection;

(e) The program's plan to collaborate with academic disciplines and programs outside of the field of education in order to supplement the candidate's knowledge and skills set;

(f) The program's plan to collaborate with each district in providing high quality field experiences that:

1. Enhance courses throughout the entire program;

2. Ensure that the candidate has a continuum of school-based experiences that range from observing, to participating, to leading; and

3. Expose the candidate to diverse student populations and school environments;

(g) The program's plan to use rigorous formative and summative evaluations of each candidate's:

1. Knowledge and skills to advocate, nurture, and sustain a school culture that promotes and supports high levels of learning for all students; and

2. Knowledge and skills to manage a school for efficiency, accountability, and safety; and

(h) The program's plan to require all candidates to conduct a capstone project and defend it to a panel of program faculty and practicing school administrators at the end of Level I preparation.

Section 5. Assessment Prerequisites for the Provisional Certificate for Instructional Leadership - School Principal. An applicant for certification as a school principal, including a career and technical school principal, shall attain the specified minimum score on the assessments required by 16 KAR 6:030.

Section 6. Statement of Eligibility for Internship. (1) A statement of eligibility for internship for the provisional certificate for instructional leadership - school principal shall be issued for a five (5) year period to an applicant who:

(a) Has successfully completed an approved program of preparation;

(b) Has three (3) years of full-time teaching experience; and

(c) Has successfully completed the appropriate assessment requirements for the school principal certification or qualifies for a one (1) year period for completion of assessments under KRS 161.027(6).

(2) Application shall be made on "Application for Kentucky Certification or Change in Salary Rank", Form TC-1, incorporated by reference in 16 KAR 2:010.

(3) A request for renewal of the Statement of Eligibility pursuant to KRS 161.027(7) shall be made on Form TC-2, incorporated by reference in 16 KAR 4:060.

Section 7. (1) A professional certificate for instructional leadership - school principal, level I, shall be issued upon successful completion of the principal internship as provided in KRS 161.027 and 16 KAR 7:020.

(2) The renewal of the professional certificate for instructional leadership - school principal, level I, shall require a recommendation from the approved recommending authority regarding the successful completion of an approved level II program. The certificate shall be valid for five (5) years.

(3) Each subsequent five (5) year renewal of the professional certificate for instructional leadership - school principal, level II, shall require successful completion of two (2) years of experience as a school principal within the preceding five (5) years.

(4) If the applicant has not successfully completed the two (2) years of experience as required by subsection (3) of this section, pursuant to KRS 161.027(9), each subsequent five (5) year renewal of the professional certificate for instructional leadership-school principal, level II, shall require:

(a) Completion of three (3) semester hours of additional graduate credit directly related to the position of school principal for each required year of experience the applicant has not completed; or

(b) Successful completion of forty-two (42) hours of approved training selected from programs approved by the Kentucky Effective Instructional Leadership Training Program provided in KRS 156.101....

EDUCATION PROFESSIONAL STANDARDS BOARD

STAFF NOTE

Consent Item C

Action Item:

University of Kentucky: Master of Science in Education - Teacher Leader: Interdisciplinary Early Childhood Education (IECE)

Applicable Statutes and Regulation:

KRS 161.028; KRS 161.048
16 KAR 5:010, Section 12

Applicable Goal:

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

Issue:

Should the EPSB approve the University of Kentucky Master of Science in Education - Teacher Leader: IECE program?

Background:

After several years in discussion and with the assistance of numerous P-16 educators across the state, the Education Professional Standards Board (EPSB) appointed committees to address how Kentucky could refashion the way institutions educate experienced teachers and school leaders. The Master's Redesign Committee was charged with developing programs for rank change so that they are not only concerned with the transmission of knowledge but also with involvement in the processes by which knowledge is attained. The new programs are envisioned as representing current best practices, focusing on how educators learn while engaging them in intellectual discourse. The redesigned master's is to develop teacher leaders through research-based practices, district partnerships and collaboration, mixed delivery methods, clinical experiences, and job-embedded professional experiences. A representative group of P-12 practitioners, administrators, and education leaders was appointed to serve on the Master's Review Committee.

The University of Kentucky Department of Special Education and Rehabilitation Counseling has submitted a proposal that addresses all the components required by regulation and the program guidelines. The program has been designed to prepare advanced practitioners who can utilize advanced theory and practice in IECE for the benefit of students and colleagues. The master's degree program enhances the knowledge and skills of candidates in IECE by embedding the teacher leadership skills in all courses, projects, activities, and clinical experiences. Candidates have the option to select from a 30-hour thesis option or a 36-hour non-thesis option. Candidates will select one of four IECE Leadership Roles: Administration and Program Development, Curriculum Leadership and Technical Assistance, Policy and Advocacy, and Higher Education and Research. Candidates, in consultation with advisors, will select from a menu of courses. Candidates will select nine hours of coursework from one of the four leadership roles to focus on research projects and

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clinical experiences. Candidates will select an additional six to nine credit hours of appropriate leadership courses from the College of Education and other colleges across the university, which will meet their individual professional growth plans. The program will take advantage of opportunities for collaborative research and leadership development with a wide range of scholars and expert practitioners through the P20 Innovation Lab structures at the university. The documents related to the program proposal are available on the EPSB secured website.

Groups/Persons Consulted:

Master's Review Committee

Alternative Actions:

1. Approve the request for the University of Kentucky: Master of Science in Education - Teacher Leader: IECE program.
2. Modify and approve the request for the University of Kentucky: Master of Science in Education – Teacher Leader: IECE program.
3. Do not approve the request for the University of Kentucky: Master of Science in Education - Teacher Leader: IECE program.

Committee Recommendation:

Alternative 1

Rationale:

The Master's Review Committee recommends approval for the University of Kentucky: Master of Science in Education - Teacher Leader: IECE program proposal.

Contact Person:

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

Date:

May 22, 2012

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

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

STATUTORY AUTHORITY: KRS 161.028, 161.030

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

Section 12. Teacher Leader Master's Programs and Planned Fifth-Year Programs for Rank II. (1) All master's programs for rank change or planned fifth-year program for Rank II approved or accredited by the EPSB prior to May 31, 2008 shall no longer be approved or accredited as of December 31, 2010.

(a) Master's programs for initial certification shall be exempt from the requirements of this section.

(b) A master's program or planned fifth-year program for Rank II approved by the EPSB prior to May 31, 2008 shall cease admitting new candidates after December 31, 2010.

(c) Candidates admitted to a master's program or planned fifth-year program for Rank II approved by the EPSB prior to May 31, 2008 shall complete the program by January 31, 2013.

(d) An institution of higher learning with a master's program or a planned fifth-year program for Rank II approved by the EPSB prior to May 31, 2008 may submit a redesigned program for approval pursuant to the requirements of subsection (2) of this section beginning May 31, 2008.

(e) An institution may become operational beginning January 1, 2009, if the institution:

1. Submits a redesigned master's program or a planned fifth-year program for Rank II for review pursuant to the requirements of subsection (2) of this section; and

2. Receives approval of the redesigned program by the EPSB pursuant to Section 22 of this administrative regulation.

(f) 1. The EPSB shall appoint a Master's Redesign Review Committee to conduct reviews of redesigned master's programs and planned fifth-year programs for Rank II submitted for approval after May 31, 2008.

2. A master's program or a planned fifth-year program for Rank II submitted for approval after May 31, 2008 shall not be reviewed by the Continuous Assessment Review Committee, Content Program Review Committee, or the Reading Committee prior to presentation to the EPSB pursuant to Section 22(2) of this administrative regulation, but shall be reviewed by the Master's Redesign Review Committee.

3.a. After review of a master's program or planned fifth-year program for Rank II, the Master's Redesign Review Committee shall issue one (1) of the following recommendations to the Educational Professional Standards Board:

i. Approval;

ii. Approval with conditions; or

iii. Denial of approval.

b. The EPSB shall consider recommendations from staff and the Master's Redesign Review Committee and shall issue a decision pursuant to Section 22(4) of this administrative regulation.

(2) Beginning May 31, 2008, the educator preparation unit shall prepare and submit to the EPSB for each separate master's program or planned fifth-year program for Rank II for which the institution is seeking approval a concise description which shall provide the following information:

(a) Program design components which shall include the following descriptions and documentation of:

1. The unit's plan to collaborate with school districts to design courses, professional development, and job-embedded professional experiences that involve teachers at the elementary, middle, and secondary levels;

2. The unit's collaboration plan with the institution's Arts and Science faculty to meet the academic and course accessibility needs of candidates;

3. The unit's process to individualize a program to meet the candidate's professional growth or improvement plan;

4. The unit's method to incorporate interpretation and analysis of annual P-12 student achievement data into the program; and

5. The institution's plan to facilitate direct service to the collaborating school districts by education faculty members;

(b) Program curriculum that shall include core component courses designed to prepare candidates to:

1. Be leaders in their schools and districts;

2. Evaluate high-quality research on student learning and college readiness;

3. Deliver differentiated instruction for P-12 students based on continuous assessment of student learning and classroom management;

4. Gain expertise in content knowledge, as applicable;

5. Incorporate reflections that inform best practice in preparing P-12 students for postsecondary opportunities;

6. Support P-12 student achievement in diverse settings;

7. Enhance instructional design utilizing the Program of Studies, Core Content for Assessment, and college readiness standards;

8. Provide evidence of candidate mastery of Kentucky Teacher Standards utilizing advanced level performances and Specialized Professional Associations (SPA) Standards if applicable; and

9. Design and conduct professionally relevant research projects; and

(c) The unit's continuous assessment plan that includes, in addition to the requirements of Section 11(2) of this administrative regulation:

1. Instruments to document and evaluate candidate ability to demonstrate impact on P-12 student learning;

2. Clinical experiences and performance activities; and

3. A description of a culminating performance-based assessment.

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(3)(a) A master's program for rank change approved pursuant to this section shall be known as a Teacher Leader Master's Program.

(b) Upon completion of a Teacher Leader Master's Program and recommendation of the institution, a candidate may apply to the EPSB for a Teacher Leader endorsement.

(c)1. An institution with an approved Teacher Leader Master's Program may establish an endorsement program of teacher leadership coursework for any candidate who received a Master's degree at an out of state institution or who received a master's degree from a Kentucky program approved prior to May 31, 2008.

2. Upon completion of the teacher leadership course work and recommendation of the institution, a candidate who has received a master's degree at an out of state institution or a master's degree from a Kentucky program approved prior to May 31, 2008, may apply to the EPSB for a Teacher Leader endorsement.

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Consent Item D

Action Item:

University of Kentucky: Master of Science in Education - Teacher Leader: Special Education (SPED)

Applicable Statutes and Regulation:

KRS 161.028; KRS 161.048
16 KAR 5:010, Section 12

Applicable Goal:

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

Issue:

Should the EPSB approve the University of Kentucky Master of Science in Education - Teacher Leader: SPED program?

Background:

After several years in discussion and with the assistance of numerous P-16 educators across the state, the Education Professional Standards Board (EPSB) appointed committees to address how Kentucky could refashion the way institutions educate experienced teachers and school leaders. The Master's Redesign Committee was charged with developing programs for rank change so that they are not only concerned with the transmission of knowledge but also with involvement in the processes by which knowledge is attained. The new programs are envisioned as representing current best practices, focusing on how educators learn while engaging them in intellectual discourse. The redesigned master's is to develop teacher leaders through research-based practices, district partnerships and collaboration, mixed delivery methods, clinical experiences, and job-embedded professional experiences. A representative group of P-12 practitioners, administrators, and education leaders was appointed to serve on the Master's Review Committee.

The University of Kentucky Department of Special Education and Rehabilitation Counseling has submitted a proposal that addresses all the components required by regulation and the program guidelines. The program has been designed to prepare advanced practitioners who can utilize advanced theory and practice in special education for the benefit of students and colleagues. The master's degree program enhances the knowledge and skills of candidates in the disciplines of special education by embedding the teacher leadership skills in all courses, projects, activities, and clinical experiences. Candidates will complete a core of 16-18 hours of coursework that focuses on teacher leadership in special education. The program is designed to provide three specialization options in Moderate and Severe Disabilities, Learning and Behavior Disorders, and Assistive Technology. Candidates will select nine hours from one of these three options on which to focus their research projects and clinical experiences. Candidates will also select three to five hours of

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coursework to address identified individual needs. The program will take advantage of the P20 Innovation Lab structure to support opportunities for collaborative research and leadership development with a wide range of scholars and expert practitioners. The documents related to the program proposal are available on the EPSB secured website.

Groups/Persons Consulted:

Master's Review Committee

Alternative Actions:

1. Approve the request for the University of Kentucky: Master of Science in Education - Teacher Leader: SPED program.
2. Modify and approve the request for the University of Kentucky: Master of Science in Education – Teacher Leader: SPED program.
3. Do not approve the request for the University of Kentucky: Master of Science in Education - Teacher Leader: SPED program.

Committee Recommendation:

Alternative 1

Rationale:

The Master's Review Committee recommends approval for the University of Kentucky: Master of Science in Education - Teacher Leader: SPED program proposal.

Contact Person:

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

Date:

May 22, 2012

Agenda Book

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

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

STATUTORY AUTHORITY: KRS 161.028, 161.030

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

Section 12. Teacher Leader Master's Programs and Planned Fifth-Year Programs for Rank II. (1) All master's programs for rank change or planned fifth-year program for Rank II approved or accredited by the EPSB prior to May 31, 2008 shall no longer be approved or accredited as of December 31, 2010.

(a) Master's programs for initial certification shall be exempt from the requirements of this section.

(b) A master's program or planned fifth-year program for Rank II approved by the EPSB prior to May 31, 2008 shall cease admitting new candidates after December 31, 2010.

(c) Candidates admitted to a master's program or planned fifth-year program for Rank II approved by the EPSB prior to May 31, 2008 shall complete the program by January 31, 2013.

(d) An institution of higher learning with a master's program or a planned fifth-year program for Rank II approved by the EPSB prior to May 31, 2008 may submit a redesigned program for approval pursuant to the requirements of subsection (2) of this section beginning May 31, 2008.

(e) An institution may become operational beginning January 1, 2009, if the institution:

1. Submits a redesigned master's program or a planned fifth-year program for Rank II for review pursuant to the requirements of subsection (2) of this section; and

2. Receives approval of the redesigned program by the EPSB pursuant to Section 22 of this administrative regulation.

(f) 1. The EPSB shall appoint a Master's Redesign Review Committee to conduct reviews of redesigned master's programs and planned fifth-year programs for Rank II submitted for approval after May 31, 2008.

2. A master's program or a planned fifth-year program for Rank II submitted for approval after May 31, 2008 shall not be reviewed by the Continuous Assessment Review Committee, Content Program Review Committee, or the Reading Committee prior to presentation to the EPSB pursuant to Section 22(2) of this administrative regulation, but shall be reviewed by the Master's Redesign Review Committee.

3.a. After review of a master's program or planned fifth-year program for Rank II, the Master's Redesign Review Committee shall issue one (1) of the following recommendations to the Educational Professional Standards Board:

i. Approval;

ii. Approval with conditions; or

iii. Denial of approval.

b. The EPSB shall consider recommendations from staff and the Master's Redesign Review Committee and shall issue a decision pursuant to Section 22(4) of this administrative regulation.

(2) Beginning May 31, 2008, the educator preparation unit shall prepare and submit to the EPSB for each separate master's program or planned fifth-year program for Rank II for which the institution is seeking approval a concise description which shall provide the following information:

(a) Program design components which shall include the following descriptions and documentation of:

1. The unit's plan to collaborate with school districts to design courses, professional development, and job-embedded professional experiences that involve teachers at the elementary, middle, and secondary levels;

2. The unit's collaboration plan with the institution's Arts and Science faculty to meet the academic and course accessibility needs of candidates;

3. The unit's process to individualize a program to meet the candidate's professional growth or improvement plan;

4. The unit's method to incorporate interpretation and analysis of annual P-12 student achievement data into the program; and

5. The institution's plan to facilitate direct service to the collaborating school districts by education faculty members;

(b) Program curriculum that shall include core component courses designed to prepare candidates to:

1. Be leaders in their schools and districts;

2. Evaluate high-quality research on student learning and college readiness;

3. Deliver differentiated instruction for P-12 students based on continuous assessment of student learning and classroom management;

4. Gain expertise in content knowledge, as applicable;

5. Incorporate reflections that inform best practice in preparing P-12 students for postsecondary opportunities;

6. Support P-12 student achievement in diverse settings;

7. Enhance instructional design utilizing the Program of Studies, Core Content for Assessment, and college readiness standards;

8. Provide evidence of candidate mastery of Kentucky Teacher Standards utilizing advanced level performances and Specialized Professional Associations (SPA) Standards if applicable; and

9. Design and conduct professionally relevant research projects; and

(c) The unit's continuous assessment plan that includes, in addition to the requirements of Section 11(2) of this administrative regulation:

1. Instruments to document and evaluate candidate ability to demonstrate impact on P-12 student learning;

2. Clinical experiences and performance activities; and

3. A description of a culminating performance-based assessment.

Agenda Book

(3)(a) A master's program for rank change approved pursuant to this section shall be known as a Teacher Leader Master's Program.

(b) Upon completion of a Teacher Leader Master's Program and recommendation of the institution, a candidate may apply to the EPSB for a Teacher Leader endorsement.

(c)1. An institution with an approved Teacher Leader Master's Program may establish an endorsement program of teacher leadership coursework for any candidate who received a Master's degree at an out of state institution or who received a master's degree from a Kentucky program approved prior to May 31, 2008.

2. Upon completion of the teacher leadership course work and recommendation of the institution, a candidate who has received a master's degree at an out of state institution or a master's degree from a Kentucky program approved prior to May 31, 2008, may apply to the EPSB for a Teacher Leader endorsement.

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Consent Item E

Action Item

EPSB staff requests approval to authorize the executive director to enter into a contract to conduct normal business operations.

Applicable Statutes and Regulation

KRS 161.028 (1) (v) (d)
KRS 161.017 (3)

Applicable Goal

Goal 6: The EPSB shall be managed for both effectiveness and efficiency, fully complying with all statues, regulations, and established federal, state, and agency policies.

Issue

Should the Education Professional Standards Board (EPSB) authorize the executive director to enter into the specified contract to conduct normal business operations?

Background

KRS 161.028 (1) (v) authorizes the EPSB to enter into contracts and KRS 161.017 (3) stipulates that with board approval the executive director may enter into agreements "...to enlist assistance to implement the duties and responsibilities of the board."

EPSB staff requests approval to begin the procurement process and enter into the following proposed contract. This contract would be issued for a two-year period coinciding with the biennial budget period.

Contract Position	Contract Period	Must be competitively bid?	Type of entity	Estimated 2 yr Contract Amt.
Analyst Consultant	July 2012 – June 2014	Yes	Individual	\$38,000.00

Impact on budget: Funding for this contract has been included in the 2013-14 biennial budget.

Singular vs. continuing service: Continuing Service

Alternative Actions

1. Authorize the executive director to issue an RFP and enter into the contract awarded from that RFP.
2. Do not approve the issuance of the RFP and awarding of the contract.
3. Authorize RFP and request further review of contract award before completion.

Staff Recommendation

Alternative 1

Rationale

This contract is consistent with current operations.

Contact Person:

Ms. Ashley Abshire
Executive Assistant
(502) 564-4606
E-mail: ashley.abshire@ky.gov

Date:

May 22, 2012

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Consent Item F

Action Item:

Kentucky Teacher Internship Program (KTIP)

Applicable Statutes and Regulation:

KRS 161.030

16 KAR 7:010, Section 9

Applicable Goal:

Goal 4: Every credentialed educator participates in a high quality induction into the profession and approved educational advancement programs that support effectiveness in helping all students achieve.

Issue:

Should the Education Professional Standards Board approve the recommendations of the KTIP Appeals Committee?

Background:

Pursuant to Section 9 of 16 KAR 7:010, a teacher intern may appeal the decision of the beginning teacher committee. Appeals by teacher interns must be reviewed by a committee of four persons consisting of one teacher, one principal, one teacher educator, and the Executive Director of the EPSB or his/her designee. The KTIP Appeals Committee reviews the written appeal by the teacher intern, all beginning teacher committee reports, any additional documentation that accompanied the final report, any written responses from the members of the beginning teacher committee, and all other relevant information requested by the KTIP Appeals Committee.

The KTIP Appeals Committee may recommend that the EPSB *uphold* the final decision of the internship as unsuccessful, *not uphold* the final decision of the internship as unsuccessful, or *nullify* the final decision because of procedural errors, allowing the intern two additional opportunities to successfully complete the internship.

One appeal from the 2011 fall semester was filed with the EPSB. The recommendation made by the KTIP Appeals Committee is to nullify the internship based on procedural errors. A complete file for the intern will be made available for review at the May board meeting.

Alternative Actions:

1. Approve the KTIP Appeals Committee recommendation.
2. Do not approve the KTIP Appeals Committee recommendation.

Staff Recommendation:

Alternative Action 1

Agenda Book

Rationale:

The EPSB considers the KTIP Appeals Committee's recommendations, reviews the records, and issues a final decision on each case. The committee followed proper review procedures under the guidance of an EPSB attorney, and the staff members believe the recommendation is sound.

Contact Person:

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

Mr. Robert Brown, Director
Division of Professional Learning and Assessment
(502) 564-4606
E-mail: robertl.brown@ky.gov

Date:

May 22, 2012

Agenda Book

16 KAR 7:010. Kentucky Teacher Internship Program.

RELATES TO: KRS 156.101, 161.028, 161.030, 161.048, 161.095

STATUTORY AUTHORITY: KRS 161.028(1)(a), 161.030,

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.030(5) requires that all new teachers and out-of-state teachers with less than two (2) years of successful teaching experience who are seeking initial certification in Kentucky shall serve a one (1) year internship. This administrative regulation establishes the requirements for the Kentucky Teacher Internship Program.

Section 1. Definitions. (1) "Confirmation of Employment" means the electronic document or a hardcopy of the same name that is submitted to the Education Professional Standards Board by the employing school district or nonpublic school to document employment of a teacher intern.

(2) "Half-time basis" means teaching fifteen (15) hours per week in the intern's area of certification.

(3) "Instructional day" means a day that:

(a) The teacher intern is performing regular teaching responsibilities in an instructional setting, or is completing professional development for compensation from the district or employing school; and

(b) Does not include annual leave, sick leave, or other authorized or unauthorized leave time.

(4) "Resource Teacher Time Sheet" means the electronic document or a hardcopy of the same name that is submitted to the Education Professional Standards Board and is used by resource teachers to record in-class hours and, for compensation, resource teacher out-of-class hours.

(5) "Teacher intern" means any new teacher or out-of-state teacher with less than two (2) years of successful teaching experience, preschool through grade twelve (12), who has obtained a provisional certificate and is seeking initial certification in Kentucky...

Section 8. Appeals. (1)(a) If a Beginning Teacher Committee finds that a teacher intern was unsuccessful, the Education Professional Standards Board shall notify the teacher intern by certified mail to the last known address of the teacher intern.

(b) To appeal the decision, the teacher intern shall file a written notice of appeal within thirty (30) calendar days of the date the written notice of finding of unsuccessful completion of the internship is received by the teacher intern. If the teacher intern fails to maintain a current address with the Education Professional Standards Board or refuses to claim the certified mail the teacher intern shall file a written notice of appeal within thirty-five (35) days of the date the notice is mailed to the teacher intern's last known address.

(c) If a written notice of appeal is not received within the timeline established in paragraph (b) of this subsection, the Beginning Teacher Committee's decision shall be final.

(2)(a) Appeals by teacher interns shall be reviewed by a committee of four (4) persons. The appeals committee shall include:

1. One (1) teacher;

2. One (1) principal;

3. One (1) teacher educator; and

4. The Executive Director of the Educational Professional Standards Board, or his or her designee.

(b) The appeals committee members shall be chosen from a pool of committee candidates appointed annually by the Education Professional Standards Board.

(c) An appeals committee member shall not take part in a decision in which the member has an interest or is biased.

(3)(a) The appeals committee shall review the written appeal by the teacher intern, all beginning teacher committee reports, any additional documentation that accompanied the final report, and any written responses from the members of the beginning teacher committee.

(b) The appeals committee shall base its recommendation upon the following requirements:

1. Evidence of the teacher intern's ability to meet the requirements of the Kentucky Teacher Standards;

2. Appropriate documentation of the instructional setting and outside normal working hours spent by the resource teacher in assisting the teacher intern as specified in KRS 161.030(7);

3. Assignment of beginning teacher committee members in accordance with legal requirements;

4. Compliance with the requirements for the timing, content, reporting, and signing of teacher intern performance records, meeting and observation forms, and resource teacher time sheets; and

5. Agreement between teacher intern performance records, professional growth plans, beginning teacher committee meeting reports, the teacher performance assessment, and the final decision of the committee.

(4) The appeals committee shall make a recommendation to the Education Professional Standards Board on the appeal within sixty (60) days following the receipt of the appeal, unless good cause exists for additional time. The Education Professional Standards Board shall issue a final decision in each appeal reviewed by the appeals committee. The Education Professional Standards Board may consider the appeals committee recommendation and the records reviewed by the appeals committee in issuing its decision.

(5) If the decision of the beginning teacher committee is not upheld, the Education Professional Standards Board shall issue the appropriate certificate to the teacher intern.

Agenda Book

(6) If the decision of the beginning teacher committee is upheld, the Education Professional Standards Board shall issue another Statement of Eligibility for Internship, unless:

(a) The teacher intern has exhausted the two (2) year provision for participation in the Kentucky Teacher Internship Program; or

(b) The period of validity of the statement of eligibility has expired.

(7) If, during the appeal process, it becomes evident that the beginning teacher committee has committed some procedural violation during the internship which makes it impossible to determine if the teacher intern has in fact been unsuccessful, the Education Professional Standards Board may nullify the internship and allow the teacher intern to repeat the internship without penalty.

(8) If the teacher intern is not satisfied with the decision of the board based on the recommendation of the appeals committee, the teacher intern may request a formal hearing under the provisions of KRS Chapter 13B. The request shall be filed in writing with the Executive Director of the Education Professional Standards Board within fifteen (15) calendar days of the date the board's decision is received by the teacher intern.

(9) In notifying the teacher intern of the board's decision, the Education Professional Standards Board shall send the decision of the board by certified mail to the last known address of the teacher intern. If the teacher intern fails to maintain a current address with the Education Professional Standards Board, or refuses to claim the certified mail, the request for a hearing shall be filed in writing with the Executive Director of the Education Professional Standards Board within (20) calendar days of the date the board's decision is mailed to the teacher intern by certified mail.

Section 9. A teacher intern who has not successfully completed the internship and has exhausted the two (2) year provision for participation in the Kentucky Teacher Internship Program shall not be eligible for a Kentucky teaching certificate under this administrative regulation.

Section 10. A teacher intern serving the internship in Interdisciplinary Early Childhood Education (IECE) shall successfully demonstrate the Kentucky Teacher Standards as adapted to the IECE standards and shall utilize the KTIP IECE Intern Performance Record.

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

(a) Confirmation of Employment, November 2004;

(b) KTIP Intern Performance Record, March 2008

(c) KTIP IECE Intern Performance Record, March 2008;

(d) Record of Teacher Internship Year, March 2008; and

(e) Resource Teacher Time Sheet, March 2008.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. (22 Ky.R. 1422; Am. 1602; eff. 3-7-96; 25 Ky.R. 129; eff. 9-3-98; 26 Ky.R. 1043; 1557; eff. 2-14-2000; 27 Ky.R. 3158; 28 Ky.R. 380; eff. 8-15-01; Recodified from 704 KAR 20:690, 7-2-02; 30 Ky.R. 372; 902; 1198; eff. 12-1-03; 31 Ky.R. 1868; 32 Ky.R. 40; eff. 8-29-05; 33 Ky.R. 843; 1277; eff. 12-1-06; 34 Ky.R. 2413; 35 Ky.R. 11, eff.8-1-2008.)

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Information/Discussion Item A

Information Item:

16 KAR 6:030. Examination Prerequisites for Principal Certification, Notice of Intent

Applicable Statutes and Regulation:

KRS 161.027

16 KAR 6:030

Applicable Goal:

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

Background:

In January 2011, the EPSB approved the recommendation that allowed the Educational Testing Service (ETS) to administer the *Kentucky Specialty Test of Instructional and Administrative Practices (1015)*. The first administration of the test was held in September 2011 with no required cut score since a Standard Setting Study (SSS) value for the test had not been completed.

In February 2012, EPSB hosted a SSS facilitated by ETS that consisted of representation from institutions of higher education and current administrators. The study value from the SSS panel is 147, which currently falls below the 25th percentile cut score framework adopted by the EPSB.

As stated in the approved framework, if a score falls below the 25th percentile, the cut score can be increased up to two standard errors of measure (SEM) of the established score. The score at two SEM is 158, which places it near the 25th percentile, thereby maintaining legal defensibility. Staff intends to recommend a minimum competency score of 158, effective January 1, 2013. This cut score will be reflected in 16 KAR 6:030 and placed on the August agenda for possible action.

Contact Person:

Mr. Robert Brown

Division of Professional Learning and Assessment

(502) 564-4606

E-mail: robertl.brown@ky.gov

Date:

May 22, 2012

EDUCATION PROFESSIONAL STANDARDS BOARD
Cut Score Framework Procedure
Approved November 19, 2007

Pursuant to KRS 161.030, certification of all new teachers and teachers seeking additional certification shall require the successful completion of appropriate assessments prior to certification.

16 KAR 6:010 requires that the Education Professional Standards Board (EPSB) select the appropriate assessments and passing scores required prior to teacher certification.

The cut score framework is a set of guidelines that shall be applied to cut scores recommended by validation panels and shall govern normal operations.

The Cut Score Framework is as follows:

Accept the recommendation of the validation panel if it falls within the following parameters:

- * is between the 15th – 25th percentiles, inclusive
- * is greater than or equal to the current cut score
- * is comparable to the SREB average cut score

To recommend a cut score outside of this framework, staff will provide the Board a rationale, along with the national and regional descriptive information.

Agenda Book

1 **16 KAR 6:030. Examination prerequisites for principal certification.**

2 RELATES TO: KRS 161.020, 161.027, 161.030

3 STATUTORY AUTHORITY: KRS 161.027

4 NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.020 requires a certificate of
5 legal credentials for any public school position for which a certificate is issued. KRS 161.027
6 requires the Education Professional Standards Board to develop or select appropriate tests,
7 establish minimum scores for successful completion, and establish a reasonable fee to be charged
8 for actual cost of administration of the tests, for an applicant seeking certification as principal,
9 and further requires that each applicant for certification as school principal with less than two (2)
10 years of appropriate experience complete a one (1) year internship program developed by the
11 Education Professional Standards Board. This administrative regulation establishes the
12 examination requirements for certification as principal required under KRS 161.027.

13 Section 1. (1)(a) The certificate for school principal shall be valid for serving in the
14 position of principal or assistant principal.

15 (b) A new applicant for certification as a school principal, including vocational school
16 principal, shall successfully complete the prerequisite tests specified in Section 2 of this
17 administrative regulation prior to certification as a school principal.

18 (c) A score on a test completed more than five (5) years prior to application for
19 certification shall not be acceptable.

20 (2) In addition to the examination requirement specified in Section 2 of this
21 administrative regulation, an applicant for certification shall successfully complete a one (1) year
22 internship program as required by 16 KAR 7:020 if the applicant has had less than two (2) years
23 of successful experience as a principal in another state.

Agenda Book

1 Section 2. An applicant for certification as principal shall complete the following tests
2 and attain the minimum score specified for each test:

3 (1) School Leaders Licensure Assessment (1011) - 160; and

4 (2)(a) Until December 31, 2012, [~~August 31, 2011, the Kentucky Specialty Test of~~
5 ~~Instructional and Administrative Practices—eighty-five (85) percent correct responses; or~~

6 ~~—(b) Beginning September 1, 2011,~~] the Kentucky Specialty Test of Instructional and
7 Administrative Practices (1015) [~~administered by the Educational Testing Service~~] with no
8 passing score; or

9 (b) Beginning January 1, 2013, the Kentucky Specialty Test of Instructional Practices
10 (1015) - 147.

11 Section 3. The successful completion of the School Leaders Licensure Assessment shall
12 not be required for an applicant who has:

13 (1) Two (2) years of experience as a certified principal in another state; and

14 (2) Successfully completed a nationally administered test in the area of educational
15 leadership and administration.

16 Section 4. (1) An applicant for certification as principal shall take the required
17 assessments [~~School Leaders Licensure Assessment~~] on a date established by the Educational
18 Testing Service. An applicant shall authorize that test results be forwarded to the Education
19 Professional Standards Board by the Educational Testing Service.

20 (2) Public announcement of a testing date and location shall be issued sufficiently in
21 advance to permit registration as required by the Educational Testing Service and the Education
22 Professional Standards Board.

Agenda Book

1 (3) An applicant shall seek information regarding the dates and location of the test and
2 make application for the appropriate examination prior to the deadline established and
3 sufficiently in advance of anticipated employment to permit test results to be received by the
4 Education Professional Standards Board and processed in the normal certification cycle.

5 Section 5. (1) For the required School Leaders Licensure Assessment, the applicant shall
6 pay all fees assessed by the Educational Testing Service.

7 ~~(2)(a) Until August 31, 2011, an applicant for the Kentucky Specialty Test of~~
8 ~~Instructional and Administrative Practices shall pay a fee of eighty (80) dollars.~~

9 ~~— (b) Beginning September 1, 2011,]~~ An applicant for the Kentucky Specialty Test of
10 Instructional and Administrative Practices shall pay all fees assessed by the Educational Testing
11 Service.

12 Section 6. An applicant who fails to achieve a minimum score on a required test as
13 specified in Section 2 of this administrative regulation shall be permitted to retake the test or
14 tests during a regularly-scheduled test administration.

15 Section 7. A temporary certificate issued in accordance with KRS 161.027(6)(a) shall not
16 be extended for an applicant who does not successfully complete the assessments within the
17 year.

18 Section 8. (1) For an applicant applying for a certificate under KRS 161.027(6)(b), the
19 school superintendent of the employing district shall submit a request that shall include an
20 affirmation that the applicant pool consisted of three (3) or less applicants who met the
21 requirements for selecting a principal.

22 (2) The temporary certificate issued in accordance with KRS 161.027(6)(b) shall not be
23 extended beyond the one (1) year period.

Agenda Book

- 1 Section 9. On an annual or biennial basis, the Education Professional Standards Board
- 2 shall collect and analyze data provided by the Educational Testing Service through score and
- 3 institution reports which permit evaluation of the examination prerequisites covered by this
- 4 administrative regulation.

DRAFT

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Information/Discussion Item B

Information Item:

16 KAR 3:010 Certification for School Superintendent, Notice of Intent

Applicable Statutes and Regulation:

16 KAR 3:010

KRS 161.020

KRS 161.028

KRS 161.030

Applicable Goal:

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

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

Background:

House Joint Resolution (HJR) 14 enacted by the General Assembly called for the executive director of the Education Professional Standards Board, in cooperation with the commissioner of education and the president of the Council on Postsecondary Education, to organize an interagency task force to collaborate with private and public postsecondary education institutions for the redesign of programs for school and district leaders. The following is a timeline of events regarding the redesign initiative for the superintendent programs:

- January 2010 the EPSB approved the charter and appointments of the Committee to Review Superintendent Preparation Programs.
- January 2011 superintendent review group completed a review of the work.
- March 2011 the EPSB approved the report of recommendations.
- Summer of 2011 design team developed course content descriptors aligned to the recommendations to be utilized in the new superintendent programs.

Attached are regulatory changes that reflect the recommendations of the committee. Highlights from the regulation include:

1. A formalized admissions procedure attesting to the candidate's leadership abilities
2. A clinical model requiring the candidates to have experiences in diverse settings
3. A program that focuses on curriculum, instruction, assessment, and specific responsibilities of a candidate throughout the school year.
4. A mentoring model that supports the candidate through the superintendent program.

Agenda Book

The superintendent design team and the Commonwealth Collaborative of School Leadership Programs (CCSLP) will meet to develop a document to include model syllabi and resources that may be used to guide institution staff in the development of superintendent programs. Staff intends to bring a staff note to the board at its August 2012 meeting for possible action.

Groups/Individuals Consulted

Aaron Thompson, Council for Postsecondary Education
Andy Dotson, Harrison County School District
Bev Raimondo, Prichard Committee
Blake Haselton, University of Louisville
Cathy Gunn, Morehead State University
Chuck Hamilton, Mercer County School District
David Baird, Kentucky School Board Association
David Barnett, Morehead State University
Dorothy Perkins, Gallatin County School District
Elaine Farris, Clark County School District
Fred Carter, Western Kentucky University
Jack Rose, Murray State University
Jim Rinehart, Eastern Kentucky University
Jim Jackson, University of Kentucky
Joe Tinius, Bowling Green Independent School District
Keith Davis, Bullitt County School District
Lars Bjork, University of Kentucky
Lisa James, Carroll County School District
Michael Kral, Kentucky Education Association
Nawanna Privett, Superintendent CEO Network
Larry Stinson, Kentucky Department of Education
Paul Wirtz, Kentucky Association of Colleges for Teacher Education
Rachel Yarbrough, Crittenden County School District
Rhonda Caldwell, Kentucky Association of School Administrators
Rhonda Harmon, Kentucky Association of School Councils
Robert Heffern, University of the Cumberland
Roger Marcum, formerly Marion County Schools/now St. Catharine College
Rosa Weaver, Northern Kentucky University
Steve Trimble, Johnson County School District
Susan Compton, Russell Independent School District
Tim Spencer, Jackson Independent School District
Wayne Young, Kentucky Association of School Administrators
Wilson Sears, Kentucky Association of School Superintendents
KASA Implementation Team for New Superintendent Leadership Series
Commonwealth Collaborative of School Leadership Programs (CCLSP)

Contact Person:

Mr. Robert Brown, Director
Division of Professional Learning and Assessment
(502) 564-4606
E-mail: robertl.brown@ky.gov

Agenda Book

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

Date:

May 22, 2012

1 **16 KAR 3:010. Certification for school superintendent.**

2 RELATES TO: KRS 161.020, 161.028, 161.030

3 STATUTORY AUTHORITY: KRS 161.028, 161.030

4 NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.020 requires that a teacher and
5 other professional school personnel hold a certificate of legal qualification for the respective
6 position to be issued upon completion of a program of preparation prescribed by the Education
7 Professional Standards Board. KRS 161.028(1)(b) requires that a teacher education institution be
8 approved for offering the preparation program corresponding to a particular certificate on the
9 basis of standards and procedures established by the Education Professional Standards Board.
10 This administrative regulation establishes the preparation and certification program for school
11 superintendent.

12 Section 1. Conditions and Prerequisites. (1) The professional certificate for instructional
13 leadership - school superintendent shall be issued to an applicant who has completed:

14 (a) An approved program of preparation, as required by this administrative regulation and
15 pursuant to 16 KAR 5:010;

16 (b) The appropriate requirements for certification, as established in KAR Title 16; and

17 (c) At least two (2) years of experience in a position of school principal, supervisor of
18 instruction, guidance counselor, director of pupil personnel, director of special education, school
19 business administrator, local district coordinator of vocational education, or a coordinator,
20 administrator, or supervisor of district-wide services. Other administrative experience may be
21 substituted for this requirement with the approval of the Education Professional Standards Board.

22 (2) The professional certificate for instructional leadership - school superintendent shall be
23 valid for the position of school superintendent and assistant superintendent.

Agenda Book

1 (3) Prerequisites for the program of preparation for the professional certificate for
2 instructional leadership - school superintendent, shall include:

3 (a) Qualifications for a Kentucky teaching certificate;

4 (b) Admission to the preparation program on the basis of criteria developed by the teacher
5 education institution pursuant to 16 KAR 5:010;

6 (c) Completion of a master's degree;

7 (d)1. Except as provided in subparagraph 2 of this paragraph, completion of the Levels I and
8 II preparation and certification for the position of school principal, or supervisor of instruction;
9 or

10 2. For a candidate who completed preparation for principal prior to 1988, completion of the
11 assessments for administration; and

12 (e) Completion of at least three (3) years of full-time teaching experience, including at least
13 140 days per year.

14 Section 2. A preparation program for the professional certificate for instructional leadership
15 - school superintendent shall be consistent with the six (6) standards included in "Interstate
16 School Leaders Licensure Consortium Standards for School Leaders" and the six (6) standards
17 included in "Technology Standards for School Administrators" incorporated by reference in
18 ~~[found in] 16 KAR 3:050, [Section 3, and incorporated by reference].~~

19 (1) Beginning August 1, 2014, each accredited educator preparation institution shall have
20 a formal application procedure for admission to a superintendent preparation program, which
21 shall include the following:

22 (a) A written letter of recommendation from a supervisor or an education agency
23 representative attesting to the applicant's suitability for school leader.

1 (b) An admissions portfolio which documents that the applicant demonstrates the
2 following:

3 1. The ability to improve student achievement;

4 2. Knowledge of school laws related to school finance, school operations, and personnel
5 matters;

6 3. The ability to implement curriculum, instruction, and assessment,

7 4. A commitment to ongoing professional growth;

8 5. Effective communication skills; and

9 6. The ability to build relationships, foster teamwork, and develop networks; and

10 (c) Proof the applicant has completed a master's degree program.

11 (2) (a) Beginning August 1, 2014, each superintendent preparation program shall utilize a
12 clinical model which requires candidates to:

13 (1) Work in diverse school and district central office settings; and

14 (2) Solve problems based on the school district's needs.

15 (b) A superintendent preparation program shall develop a mentoring plan for each
16 candidate.

17 (c) A superintendent preparation program shall design a method to assess the
18 effectiveness of a candidate's field experience.

19 (3) Beginning August 1, 2014, a superintendent preparation program's course work shall
20 include a minimum of twelve (12) credit hours.

1 (4) Beginning August 1, 2014, a superintendent preparation program's curriculum of
2 study shall include the following:

3 (a) The study of the roles and responsibilities of a superintendent which includes:

4 1. Leadership theory and development;

5 2. The impact of board leadership on student learning;

6 3. Community engagement focused on student learning;

7 4. Capacity Building;

8 5. District Management;

9 6. Culturally responsive leadership;

10 7. Ethics;

11 8. Time management; and

12 9. Professional development; and

13 (b) The federal, state, and local laws governing school system administration with an
14 emphasis on the following school functions:

15 1. Finance;

16 2. Personnel;

17 3. Food Service;

18 4. Facilities;

19 5. Transportation;

20 6. School safety; and

21 7. School-Based Councils; and

22 (c) Coursework which will assist the candidate to

23 1. Develop skills that facilitate rigorous curriculum, engaging instruction, professional

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1 development, and a comprehensive assessment system:

2 2. Implement an aligned, rigorous standards-based curriculum in every school which
3 prepares all students to be globally competitive for postsecondary education and work;

4 3. Collaborate with district staff and school leaders to coordinate a system of support that
5 ensures engaging and relevant instruction in every classroom;

6 4. Ensure that a comprehensive assessment system is appropriately used at the district,
7 school, and classroom level for informed decision making that improves learning;

8 5. Work with district and school staff to develop and implement a coordinated system of
9 student academic support for students whose achievement does not meet established
10 benchmarks; and

11 6. Ensure that the school system has an articulated design for pre-school, early childhood,
12 middle childhood, adolescent, and adult education that represents research and best practice.

13 (5) Beginning August 1, 2014, a superintendent preparation program shall require all
14 candidates to complete a capstone project to be presented to a panel of program faculty and
15 practicing school administrators prior to completion of the program.

16 Section 3. Issuance and Renewal. (1) The initial professional certificate for instructional
17 leadership - school superintendent shall be issued for five (5) years to a candidate who has
18 completed an approved program of preparation for superintendent at the postmaster's level.
19 Application shall be made on Form TC-1 incorporated by reference in 16 KAR 2:010.

20 (2) Each five (5) year renewal shall require:

21 (a) The completion of two (2) years of experience as a school superintendent or assistant
22 superintendent;

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1 (b) Three (3) semester hours of additional graduate credit or the equivalent related to the
2 position of school superintendent; or

3 (c) Forty-two (42) hours of approved training selected from programs approved for the
4 Kentucky Effective Instructional Leadership Training Program.

5 (3) If a lapse in certification occurs for lack of the renewal requirements, the certificate shall
6 be reissued for a five (5) year period after the completion of an additional six (6) semester hours
7 of graduate study or the equivalent appropriate to the program.

8 ~~[Section 4. Incorporation by Reference. (1) The following material is incorporated by~~
9 ~~reference:~~

10 ~~—(a) "Interstate School Leaders Licensure Consortium Standards for School Leaders",~~
11 ~~November 2, 1996;~~

12 ~~—(b) "Form TC 1, rev. 10/02; and~~

13 ~~—(c) "Technology Standards for School Administrators", 2001, Collaborative for Technology~~
14 ~~Standards for School Administrators.~~

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

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Information/Discussion Item C

Information Item:

To inform the EPSB about contracts and amendments which were signed by the executive director since the prior EPSB board meeting

Applicable Statutes and Regulation:

KRS 161.028 (1) (v) (d)
KRS 161.017 (3)

Applicable Goal:

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

Background:

KRS 161.028 (1) (v) authorizes the EPSB to enter into contracts and KRS 161.017 (3) stipulates that with board approval the executive director may enter into agreements "...to enlist assistance to implement the duties and responsibilities of the board." The EPSB approved procedures for seeking approval and authorization for entering contractual agreements at the October 23, 2006 EPSB meeting.

The following contracts were renewed, in accordance with the terms of the original contract, and signed by the Executive Director.

Vendor Name	Services	Service Period	Contract Amt.
Barette, Randy	CEO Scoring	July 1, 2012 – June 30, 2014	\$17,605.50
Evans, Constance	CEO Scoring	July 1, 2012 – June 30, 2014	\$17,605.50
Kostelnik, Anna	CEO Scoring	July 1, 2012 – June 30, 2014	\$17,605.50
Kurtz, Judy	CEO Scoring	July 1, 2012 – June 30, 2014	\$17,605.50
McClain, Veda	CEO Scoring	July 1, 2012 – June 30, 2014	\$17,605.50
Moffett, Carol	CEO Scoring	July 1, 2012 – June 30, 2013	\$8,802.75
Odham, Elissa	CEO Scoring	July 1, 2012 – June 30, 2014	\$17,605.50
Owen, Angela	CEO Scoring	July 1, 2012 – June 30, 2014	\$17,605.50
Pickerell, Judy	CEO Scoring	July 1, 2012 – June 30, 2014	\$17,605.50
Spencer, Karla	CEO Scoring	July 1, 2012 – June 30, 2014	\$17,605.50
Stout, Nancy	CEO Scoring	July 1, 2012 – June 30, 2014	\$17,605.50
Swanson, Robyn	CEO Scoring	July 1, 2012 – June 30, 2014	\$17,605.50

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The following new contract was completed and signed by the Executive Director after approval was given by the Board at the January 9, 2012 board meeting to issue an RFP.

Vendor Name	Services	Service Period	Contract Amt.
Courtney Baxter	Prosecuting Attorney	July 1, 2012 – June 30, 2014	\$29,988.78
Cynthia Grohmann	Prosecuting Attorney	July 1, 2012 – June 30, 2014	\$76,604.62
Linda Nickel	Project Specialist	July 1, 2012 – June 30, 2014	\$73,954.10
Bob Pace	Investigator	July 1, 2012 – June 30, 2014	\$66,915.48
Sandra Stanley	Cooperating Teacher Program Assistant	July 1, 2012 – June 30, 2014	\$66,743.00
Boehl, Stopher, & Graves	Appellate Attorney	July 1, 2012 – June 30, 2014	\$54,000.00

The following new contract was completed and signed by the Executive Director after approval was given by the Board at the January 9, 2012 board meeting. Since these are MOA's, no RFP was required.

Vendor Name	Services	Service Period	Contract Amt.
CPE (KY Virtual Campus)	KYVC Services	July 1, 2012 – June 30, 2013	\$14,600.00
UKRF	Terry Hibpshman's Consulting Services	July 1, 2012 – June 30, 2014	\$56,610.20

Groups/Persons Consulted:

N/A

Contact Person:

Ms. Ashley Abshire
 Executive Assistant
 (502) 564-4606
 E-mail: ashley.abshire@ky.gov

Date:

May 22, 2012

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item A

Action Item:

2012-2013 Meeting Dates

Applicable Statute:

KRS 161.028

Applicable Goal:

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

Background:

As stipulated in KRS 161.028, regular meetings of the board shall be held at least semi-annually on call of the chair. A recommended calendar for 2012-13 is attached.

Alternative Actions:

1. Approve the proposed meeting calendar for 2012-13.
2. Revise and approve the meeting calendar for 2012-13.

Staff Recommendation:

Alternative 1

Rationale:

Meeting dates and places must be scheduled as far in advance as possible to ensure availability of facilities.

Contact Person:

Ms. Ashley Abshire
Executive Assistant
(502) 564-4606
E-mail: ashley.abshire@ky.gov

Date:

May 22, 2012

Proposed 2012-2013 EPSB Meeting Dates

Monday, August 6, 2012

Monday, September 17, 2012

Monday, October 15, 2012

Monday, January 7, 2013

Monday, March 4, 2013

Monday, May 13, 2013

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**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item B

Action Item:

Notice of Intent to Amend 16 KAR 2:120. Emergency certification and out-of-field teaching.

Applicable Statutes and Regulation:

KRS Chapter 13A, KRS 161.020, 161.028, and KRS 161.030

Applicable Goal:

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

Issue:

Should the EPSB approve the proposed amendments to 16 KAR 2:120?

Background:

Beginning in August of 2011, the staff of the Education Professional Standards Board (EPSB) began piloting a new online application system for emergency substitute applications in Jefferson and Fayette counties. The staff is ready implement this system statewide but must make changes in the regulation to ensure compliance. The attached draft of 16 KAR 2:120 would require districts to use the TC-4 Online Application System to certify all future emergency substitutes. Once this system is implemented, the EPSB will have a record of all individuals used as emergency-certified substitutes in the Commonwealth.

Alternative Actions:

1. Approve the amendments to 16 KAR 2:120.
2. Modify and approve amendments to 16 KAR 2:120.
3. Do not approve the amendments to 16 KAR 2:120.

Staff Recommendation:

Alternative Action 1

Rationale:

These amendments will enable the Education Professional Standards Board to maintain records of all individuals working in a Kentucky public school with emergency substitute credentials.

Contact Person:

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

Agenda Book

Date:

May 22, 2012

1 **EDUCATION PROFESSIONAL STANDARDS BOARD**

2 **(Amendment)**

3 **16 KAR 2:120. Emergency certification and out-of-field teaching.**

4 RELATES TO: KRS 157.390, 161.020, 161.028, 161.030, 161.100, 161.1211, 161.1221,
5 334A.030, 334A.033, 334A.035, 334A.050, 334A.060

6 STATUTORY AUTHORITY: KRS 161.028(1)(a), 161.030(1), 161.100, 161.1221(1)

7 NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.100 authorizes the
8 Education Professional Standards Board to establish qualifications for granting emergency
9 certificates if qualified teachers are not available for specific positions. KRS 161.1221(1)
10 requires the Education Professional Standards Board to establish a definition for out-of-field
11 teaching. This administrative regulation establishes the qualifications and procedures for
12 emergency certifications and establishes the definition for out-of-field teaching.

13 Section 1. Definition. "Qualified teacher" means a teacher who holds the appropriate
14 certification for the position unless the superintendent of the employing school district has
15 documented evidence that the teacher is unsuitable for appointment.

16 Section 2. (1) In order to comply with KRS 161.100 in establishing the need for
17 employing emergency teaching personnel, the superintendent of the local school district and the
18 board of education shall make the following declaration to the Education Professional Standards
19 Board on Form TC-4F:

20 (a) Qualified teachers have not applied for the vacant position and qualified teachers are
21 not available for the position;

22 (b) Diligent efforts have been made to recruit a qualified teacher for the vacant position,
23 and furthermore, this vacancy has been made known locally by appropriate means;

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1 (c) The local school district has been unsuccessful in recruiting qualified teachers for the
2 vacant position from the listings of teachers supplied by the placement services of the teacher
3 education institutions;

4 (d) The position shall be filled by the most suitable applicant available, giving preference
5 to the factors of academic preparation, prior teaching experience or related educational work, and
6 personal attributes compatible with the demands of the teaching profession; and

7 (e) The local school district has conducted a criminal records check as required by KRS
8 160.380 for each applicant prior to applying for the emergency certificate.

9 (2)(a) The Education Professional Standards Board, depending upon the assessment of
10 need for the position and the availability or anticipated availability of qualified teachers, shall
11 approve or disapprove a request for the employment of emergency teachers.

12 1. The term of validity of an emergency certificate may be limited to a period less than
13 the full school year.

14 2. The beginning date shall be no earlier than the date the request form is received by the
15 Education Professional Standards Board.

16 3. In accordance with the licensure requirements of KRS 334A.030, 334A.033,
17 334A.035, 334A.050, and 334A.060, the Education Professional Standards Board shall not issue
18 an emergency certificate for teaching exceptional children with communication disorders.

19 (b) Until June 30, 2011, the issuance of an emergency certificate for a full-time
20 assignment for each subsequent year shall require completion of six (6) hours of credit from the
21 preparation program leading to the required certification for the position.

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1 (c) Beginning July 1, 2011, an emergency certificate shall not be issued to the same
2 person in any subsequent year unless the original emergency certificate was issued under the
3 following conditions:

- 4 1. The emergency certificate was issued after February 15 of a school year; or
- 5 2. The emergency certificate was issued for less than fifty (50) percent of the person's
6 class schedule.

7 (d) If an emergency certificate is issued to a person pursuant to paragraph (c) of this
8 subsection, there shall be no more than one (1) subsequent issuance of an emergency certificate
9 to the same person.

10 (3)(a) Emergency certification for an assignment as teacher of exceptional children shall
11 be issued with the condition that the applicant shall receive intensive training on special
12 education topics, including IEP, assessment, evaluation, individualized instruction, methods, and
13 management. This training shall be accomplished as follows:

14 1. The applicant shall complete twelve (12) clock hours of training as required by the
15 Office of Special Instructional Services of the Kentucky Department of Education;

16 2.a. The applicant shall complete an additional six (6) clock hours of training during the
17 fall conference conducted by the Division of Exceptional Children Services of the Kentucky
18 Department of Education. Teachers employed after the fall conference shall complete these six
19 (6) clock hours of training during the spring conference of the Council for Exceptional Children;
20 or

21 b. If the applicant is unable to attend either the fall conference or the spring conference,
22 the applicant shall complete an additional six (6) clock hours of training offered through one (1)

1 of the state's eleven (11) special education cooperatives. The training shall be similar to the
2 topics covered at the conferences; and

3 3. The applicant shall participate in at least one (1) day of flexible in-service training,
4 relevant specifically to special education. The training shall be limited to visitation in a
5 classroom of an exemplary special education teacher, special education training relevant to the
6 identified needs of the teacher, or other training provided by the Office of Special Instructional
7 Services.

8 (b) The Kentucky Department of Education shall report to the Education Professional
9 Standards Board those emergency certified teachers of exceptional children who have not
10 completed the training requirements established in this subsection by June 30 of each year for the
11 preceding school year.

12 (4)(a) The superintendent of the local school district and the board of education may
13 establish the need for emergency substitute teachers on the basis of anticipated shortages of
14 regularly certified teachers and in accordance with district policies and procedures established
15 for the selection and employment of substitute teachers. [~~Emergency certificates for substitute~~
16 ~~teaching may then be issued by the local school district subject to the priority schedule for the~~
17 ~~employment of substitute teachers as established by 16 KAR 2:030.~~]

18 (b) Each local school district shall report by June 30 of each year the number of days of
19 substitute teaching performed by each emergency teacher.

20 (5) The Education Professional Standards Board shall periodically review the numbers of
21 emergency certificates issued for full-time, part-time, and substitute teaching by school district,
22 by position, and by academic preparation.

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1 (6)(a)1. An emergency certificate for full-time or part-time employment shall be issued
2 only to individuals who:

3 a. Have completed a minimum of a bachelor's degree from a regionally accredited
4 college; and

5 b.(i) Have a cumulative minimum grade point average of 2.5 on a 4.0 scale; or

6 (ii) Have a minimum grade point average of 3.0 on a 4.0 scale on the last sixty (60) hours
7 of credit completed, including undergraduate and graduate coursework.

8 2. An emergency certificate for full-time or part-time employment shall not be issued to
9 individuals who have been judged to be unsatisfactory in the beginning teacher internship
10 established in 16 KAR 7:010.

11 (b)[4.] An emergency certificate for substitute teaching shall be issued to individuals
12 who:

13 1. [~~1.~~] Have completed a minimum of sixty-four (64) semester hours of credit from a
14 regionally accredited institution; and

15 2.a.[~~b.(i)~~] Have a cumulative minimum grade point average of 2.5 on a 4.0 scale; or

16 b. [~~(ii)~~] Have a minimum grade point average of 3.0 on a 4.0 scale on the last sixty (60)
17 hours of credit completed, including undergraduate and graduate coursework.

18 [~~2. An emergency certificate for substitute teaching issued for the 1992-93 school year~~
19 ~~may be reissued for 1993-94 and for succeeding consecutive years.~~]

20 (c) An emergency certificate for substitute teaching in any career and technical education
21 or occupation-based position may be issued to persons who have a minimum of four (4) years of
22 occupational experience in the area to be taught and a high school diploma or its equivalent as
23 determined by evidence of a passing score on the General Education Development Test.

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1 (7)(a) A Form TC-4F signed by the local school superintendent and approved by the local
2 board of education shall be submitted for each anticipated emergency position for full-time or
3 part-time employment. The application shall be accompanied by official transcripts of all college
4 credits earned by the prospective emergency teacher.

5 (b) A TC-4Ve signed by the local school superintendent and approved by the local board
6 of education shall be submitted for each anticipated career and technical or occupation-based
7 emergency position for full-time or part-time employment. The application shall be accompanied
8 by official transcripts and certification of all educational attainment and work experience earned
9 by the prospective emergency teacher.

10 (c) Local school districts shall review the qualifications and transcripts for all applicants
11 for [issue] emergency certificates for substitute teaching pursuant to the requirements of this
12 administrative regulation and other pertinent Kentucky statutes and administrative regulations
13 regarding school personnel.

14 1. a. A local school district shall initiate the online application process for [require]
15 candidates for an emergency certificate for substitute teaching using the EPSB On-line TC-4
16 Application System; and [to complete a Form TC 4.]

17 b. A candidate for an emergency certificate for substitute teaching shall complete the
18 application process using the EPSB On-line TC-4 Application System.

19 2. A local school district shall require candidates for an emergency certificate for
20 substitute teaching for career and technical education or occupation-based emergency positions
21 to complete a Form TC-4VE.

22 3. A local school district shall submit any [~~TC-4-0F~~] TC-4VE application on which the
23 candidate has provided an affirmative answer to any question in the application's Section IV.

1 Character and Fitness, to the Education Professional Standards Board for approval prior to
2 employing the candidate in a substitute teaching position.

3 Section 3. Rank and Salary Provisions. (1) The Education Professional Standards Board
4 shall issue the emergency certificate for full-time or part-time employment established in Section
5 2 of this administrative regulation with a rank designation based upon the criteria established in
6 this subsection:

7 (a) A teacher holding a valid Kentucky teaching certificate shall be issued an emergency
8 certificate for full-time or part-time employment at the rank designated on the teacher's regular
9 certificate.

10 (b)1. A new teacher holding a valid one (1) year provisional certificate issued upon
11 enrollment in the Kentucky Teacher Internship Program established in 16 KAR 7:010 shall be
12 issued an emergency certificate for part-time employment at the rank designated on the teacher's
13 one (1) year provisional certificate.

14 2. The teacher shall maintain a half-time enrollment in the internship as defined in 16
15 KAR 7:010 to remain eligible for the higher rank established in this paragraph.

16 3. If the teacher terminates or otherwise fails to continue enrollment in the internship
17 prior to its successful completion, the teacher shall be reclassified at Rank IV until the teacher is
18 properly reenrolled in the internship program.

19 (c) A new teacher holding a valid Kentucky Statement of Eligibility shall be issued an
20 emergency certificate for full-time or part-time employment at Rank IV until the teacher:

21 1. Is properly enrolled in the Kentucky Teacher Internship Program on at least a half-time
22 basis as established in 16 KAR 7:010; and

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1 2. Possesses the one (1) year provisional certificate referenced in paragraph (b)1 of this
2 subsection.

3 (d) An applicant for the emergency certificate for full-time or part-time employment who
4 does not hold a valid Kentucky teaching certificate shall be issued the emergency certificate at
5 Rank IV.

6 (2) Local school districts issuing the emergency certificate for substitute teaching
7 established in Section 2 of this administrative regulation shall adhere to the Rank classifications
8 established in KRS 161.1211.

9 Section 4. Out-of-field Teaching. (1) Pursuant to KRS 161.1221(1), out-of-field teaching
10 shall be classified in the following four (4) categories:

11 (a) The number of emergency certificates issued by grade range, subject field, and
12 district;

13 (b) The number of probationary certificates issued by grade range, subject field, and
14 district;

15 (c) The number of temporary provisional certificates issued by grade range, subject field,
16 and district; and

17 (d) The number of teachers who do not possess a certificate of legal qualifications for the
18 professional position they hold in the public schools, including a breakout of:

19 1. The number of teachers who hold no certificate;

20 2. The number of teachers who hold an expired certificate;

21 3. The number of certified teachers who are teaching outside of the subject field or fields
22 indicated on their certificate who do not hold a credential listed in paragraph (a), (b), or (c) of
23 this subsection; and

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1 4. The number of certified teachers who are teaching outside the grade range indicated on
2 their certificate who do not hold a credential listed in paragraph (a), (b), or (c) of this subsection.

3 (2) If data is available, reports on out-of-field teaching in the four categories established
4 in subsection (1) of this section shall differentiate between teachers who possess the equivalent
5 of a college major, minor or area of concentration in the subject area they are teaching.

6 Section 5. Incorporation by Reference. (1) The following material is incorporated by
7 reference:

8 (a) ~~Form TC-4, 10/2009;~~

9 ~~(b)~~ Form TC-4F, revised 10/2009; ~~and~~

10 **(b) ~~(e)~~ Form TC-4VE, 10/2009; and**

11 **(c) On-line TC-4 Implementation Guide for Kentucky School Districts, May, 2012.**

12 (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at
13 the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort, Kentucky
14 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

15

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Date

Cathy Gunn, Chairperson
Education Professional Standards Board

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PUBLIC HEARING AND PUBLIC COMMENT PERIOD: A public hearing on this administrative regulation shall be held on July 31, 2012 at 9:00 a.m. at the offices of the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Conference Room A, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be canceled. This hearing is open to the public. Any person who wishes to be heard will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted until July 31, 2012. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

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

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

Regulation #: 16 KAR 2:120

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

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes the emergency certification procedures for public school teaching positions and the definition of out-of-field teaching.

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

(c) How this administrative regulation conforms to the content of the authorizing statutes: KRS 161.100 authorizes the Education Professional Standards Board to establish qualifications for granting emergency certificates if qualified teachers are not available for specific positions. KRS 161.1221(1) requires the Education Professional Standards Board to establish a definition for out-of-field teaching.

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

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

(a) How the amendment will change this existing administrative regulation: This amendment requires all applicants for emergency substitute teaching certificates to apply for certification through the Education Professional Standards Board.

(b) The necessity of the amendment to this administrative regulation: This amendment is necessary to ensure that emergency substitute teaching certificate holders are reviewed for character and fitness issues by the Education Professional Standards Board. In addition, the Education Professional Standards Board will be able to maintain records of all individuals who are serving as substitutes for certified school positions.

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

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

(d) How the amendment will assist in the effective administration of the statutes: This amendment will establish an efficient and timely system for certifying emergency substitute teachers for school districts while also ensuring the applicants for emergency substitute certification meet the ethical and educational requirements established by the Education Professional Standards Board.

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

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

(a) List the actions that each of the regulated entities identified in question (3) will have to take to comply with this administrative regulation or amendment: The school districts will need to be trained on using the new online application system. Applicants will need to establish an electronic mail address and an account with the Education Professional Standards Board.

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

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): School districts will benefit from having a substitute staff that is vetted not only by their own personnel departments, but also by the Education Professional Standards Board.

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

(a) Initially: None

(b) On a continuing basis: None

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

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

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

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

FISCAL NOTE ON STATE OR LOCAL GOVERNMENT

Regulation No. 16 KAR 2:010

Contact Person: Alicia Sneed

1. Does this administrative regulation relate to any program, service, or requirements of a state or local government (including cities, counties, fire departments, or school districts)?

Yes No

If yes, complete questions 2-4.

2. What units, parts or divisions of state or local government (including cities, counties, fire departments, or school districts) will be impacted by this administrative regulation? School districts and the Education Professional Standards Board.

3. Identify each state or federal statute or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 161.100 and KRS 161.1221(1).

4. Estimate the effect of this administrative regulation on the expenditures and revenues of a state or local government agency (including cities, counties, fire departments, or school districts) for the first full year the administrative regulation is to be in effect. There should be none.

(a) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for the first year? There should be no revenue generated.

(b) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for subsequent years? There should be no revenue generated.

(c) How much will it cost to administer this program for the first year? There should be no cost to administer this program.

(d) How much will it cost to administer this program for subsequent years? There should be no cost to administer this program in the future.

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

Revenues (+/-):

Expenditures (+/-):

Other Explanation: This is not a fee generating or a revenue costing regulation, but merely establishes the certification requirements for teacher candidates to obtain certification.

Summary of Material Incorporated by Reference

On-line TC-4 Implementation Guide for Kentucky School Districts, May 2012

This is a seven (7) page manual which describes the online certification process for both school districts and applicants. The manual describes the school districts steps to initiate the application

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process. A school district staff person must enter the applicant's name and demographic information into the Education Professional Standards Board's (EPSB's) secure website accessible from www.epsb.ky.gov and verify that the applicant meets the academic requirements. The manual then delineates the actions necessary by the applicant to finish the application on the secure website. Finally, the manual explains how a school district may load a large quantity of applications into the system through batch loading.

The manual also has information for school districts on how to access reports from the Online TC-4 application system and supplies the district with an email for technical assistance.

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**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item C

Action Item:

KRS 161.030 and 16 KAR 7:030. Kentucky Teacher Internship Program and funding scenario

Applicable Statutes and Regulation:

KRS 161.017 (1) (e)

KRS 161.030 (7)

16 KAR 7:030

Applicable Goal:

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

Issue:

Should the Education Professional Standards Board (EPSB) approve the allocation of FY 2013 funds for administering the Kentucky Teacher Internship Program based upon the proposed funding scenario?

Background:

Due to continued budget cuts, limitations were set on the number of interns that could be served and the funds available for resource teachers, teacher educators, substitute teachers, and other necessary expenditures. In recent years, however, the Office of Career and Technical Education (OCTE) has made available Carl D. Perkins Vocational and Technical Funds to assist with the funding of KTIP. Budget constraints have resulted in a delayed allocation to KTIP from the Perkins grant, though EPSB staff members have been informed that a proposal from CTE staff does include financial support for interns in career and technical education classrooms.

Based on the current KTIP allocation, EPSB will set the resource teachers' stipends and hours of out-of-class service, the rate to be paid to universities for teacher educator services, and the maximum number of teachers that can be funded with KTIP funds in 2012-2013. CTE funds will not be included in the budget at this time. The resource teacher stipend will remain at an hourly rate of \$28 per hour for 40 hours in consultation with the intern outside the regular classroom, resulting in a resource teacher stipend of \$1,120 per intern. The EPSB is able to reduce the number of out-of-class hours from 50 to 40 hours due to notwithstanding language included in the biennial budget. The university funding per intern remains the same at \$263, allowing the EPSB to enroll a maximum of 2,363 into KTIP.

The budget spreadsheet is provided under separate cover. Should CTE Perkins funds become available, the maximum enrollment into KTIP will increase to coincide with the numbers of interns that can be funded by CTE funds.

Alternative Actions:

1. Approve the recommended allocations that set the resource teacher stipend to \$1,120 per intern based on \$28 per hour for 40 hours, the rate to be paid for institution

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services to \$263 per intern, and the maximum number of interns to be funded at 2,363. Allow EPSB staff to make modifications to the maximum number of interns should CTE funds be received.

2. Do not approve the funding scenario.

Staff Recommendation:

Alternative 1

Rationale:

EPSB staff is requesting approval of the allocation of KTIP funds for fiscal year 2013. This allocation will allow staff to communicate to universities and districts the amount of the resource teacher stipend, the number of hours for resource teacher consulting services, the allocation of funds for university services, and the maximum number of interns to be funded. It will also allow EPSB to move forward with contracts for FY 2013 and CTE contracts should Perkins funds become available.

Contact Person:

Mr. Gary Freeland
Deputy Executive Director
(502) 564-4606
E-mail: garyw.freeland@ky.gov

Mr. Robert Brown, Director
Professional Learning and Assessment
(502) 564-4606
E-mail: robertl.brown@ky.gov

Date:

May 22, 2012