

Agenda Book

EPSB Mission Statement:

The Education Professional Standards Board, in full collaboration and cooperation with its education partners, promotes high levels of student achievement by establishing and enforcing rigorous professional standards for preparation, certification, and responsible and ethical behavior of all professional educators in Kentucky.

EPSB Meeting Agenda

EPSB Offices

100 Airport Road, 3rd Floor, Conference Room A, Frankfort, KY 40601

August 11, 2014

Sunday, August 10, 2014

**6:00 PM EDT NETWORK FOR TRANSFORMING EDUCATOR PREPARATION
OVERVIEW, (*OUR RESPONSIBILITY, OUR PROMISE*)
EPSB Offices, Conference Room A**

NO BUSINESS WILL BE CONDUCTED

Monday, August 11, 2014

9:00 AM EDT Call to Order

Roll Call

Open Speak

Approval of Consent Items

- A. Approval of June 23, 2014, EPSB Minutes (**Pages 1-28**)
- B. 2014-15 Emergency Non-Certified School Personnel Program
(Mr. John Fields) (**Pages 29-34**)
- C. Approval of Superintendent Certification Program, Bellarmine
University (Dr. Kim Walters-Parker) (**Pages 35-40**)

Report of the Executive Director

- A. Report from the Kentucky Department of Education
- B. Report from the Council on Postsecondary Education
- C. Strategic Plan Update (Mr. Jimmy Adams)
- D. Draft Policy Flow Chart (Mr. Adams)

Report of the Chair

Report from the Nominating Committee for Chair and Vice Chair
Report from the Committee to Review the Evaluation of the
Executive Director Committee
Review of Retreat

Appointments

Reading Committee

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Teacher Leader Master's Review Committee

Presentation

Responding to a Call for Change: Implementing a Clinical Apprenticeship for Preparing Teachers, Eastern Kentucky University

Information/Discussion Items

- A. Financial Report for Fiscal Year 2014
(Mr. Adams) (**Pages 41-42**)
- B. 2013-14 New Teacher Survey (Ms. Donna Brockman)
(**Pages 43-44**)
- C. 16 KAR 5:060. Literacy Preparation for Teachers of Middle and High School Students, Amendment, Notice of Intent
(Dr. Walters-Parker) (**Pages 45-52**)

Action Items

- A. 16 KAR 2:120. Emergency Certification and Out-of-Field Teaching, Amendment, Final Action (Mr. Fields) (**Pages 53-72**)
- B. Charter for Teacher Leader Master's Review Committee
(Dr. Walters-Parker) (**Pages 73-78**)
- C. Accreditation of the Educator Preparation Unit and Approval of Programs, Brescia University (Dr. Walters-Parker) (**Pages 79-84**)
- D. Accreditation of the Educator Preparation Unit and Approval of Programs, Georgetown College (Dr. Walters-Parker)
(**Pages 85-90**)
- E. Accreditation of the Educator Preparation Unit and Approval of Programs, Kentucky State University (Dr. Walters-Parker)
(**Pages 91-94**)
- F. Operation of Option 6 Program, University of the Cumberlands
(Ms. Alicia Sneed) (**Pages 95-98**)
- G. Kentucky Teacher Internship Program (KTIP) Appeals
(Ms. Brockman) (**Pages 99-102**)

Waivers

- A. 16 KAR 7:010. Request to Waive Language Pertaining to the Kentucky Teacher Internship Program (KTIP) (Ms. Brockman)
(**Pages 103-106**)
- B. 16 KAR 2:010. Request for Extension to Complete Master's Degree, Ms. Heather Nally (Mr. Fields) (**Pages 107-110**)
- C. 16 KAR 2:010. Request for Extension to Complete Master's Degree, Ms. Tracie Little (Mr. Fields) (**Pages 111-114**)
- D. 16 KAR 2:010. Request to Waive Grade Level Range Requirements, Bell County (Mr. Fields) (**Pages 115-118**)

- D. 16 KAR 2:010. Request to Waive Grade Level Range Requirements, Bell County (Mr. Fields) **(Pages 115-118)**
- E. Request for Waiver of the Board's Decision to Notate Periods of Suspension and/or Revocations on Certificates When Reissued, Mr. Carlos Quarles (Ms. Sneed) **(Pages 119-120)**
- F. Request for Waiver of the Board's Decision to Notate Periods of Suspension and/or Revocations on Certificates When Reissued, Ms. Kelly Harrod (Ms. Sneed) **(Pages 121-122)**
- G. 16 KAR 6:010. Request to Waive Language Requiring An Individual to Successfully Complete the Praxis II *Middle School Science (0439)* (Ms. Brockman) **(Pages 123-126)**

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) and (1) (j).

Certification Review and Revocation: Pending Litigation Review

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

Adjournment

Next Regular Meeting: October 13, 2014
EPSB Offices

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The actions delineated below were taken in open session of the EPSB at the June 23, 2014, 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

<p style="text-align: center;">Education Professional Standards Board (EPSB) Summary Minutes of the Meeting EPSB Offices, 100 Airport Road, 3rd Floor Frankfort, Kentucky</p>
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Consent Item A

Call to Order

Chair Cassandra Webb called the meeting to order at approximately 9:00 a.m. EDT.

Roll Call

The following Board members were present during the June 23, 2014, EPSB meeting: Brandy Beardsley, Barbara Boyd, Ellen Blevins, Tolya Ellis, Allen Kennedy, Mary John O'Hair, Michael Ross, Laura Schneider, Sandy Sinclair-Curry, Anthony Strong, Shannon Treece, Cassandra Webb, David Whaley, and April Wood. Bradley Bielski, Terry Holliday, and Marie McMillen were absent.

Board's Mission Statement

Chair Webb reminded the board of its mission statement by reviewing it with the Board and audience.

Open Speak

There were no requests for Open Speak.

Approval of Consent Items

Chair Cassandra Webb requested that Board members identify any items on the consent agenda which they wished to discuss prior to taking final action. No items were asked to be pulled for further discussion.

2014-029

Motion made by Mr. Michael Ross, seconded by Mr. Allen Kennedy, to approve the following items on the consent agenda:

Approval of April 28, 2014, EPSB Minutes

Approval of Contract

Vote: *Unanimous*

Report of the Executive Director

Report from the Council on Postsecondary Education (CPE)

Dr. April Wood informed the Board of recent events at CPE:

* Undergraduate tuition and mandatory fees for academic years 2014-16 were set and are not to exceed 5% in any one year and not to exceed 8% over two years.

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* CPE has awarded 5 mini-grants for developmental education.

* The 2014 Student Success Summit was held in Louisville. There were over 300 attendees and the focus was on closing the achievement gap.

Report from the Kentucky Department of Education (KDE)

There was no report from KDE.

Update on Training for Common Core Standards

Executive Director Brown reviewed with the Board a memorandum from the EPSB's project specialist, Linda Nickel, concerning SB1. As part of SB1, the EPSB is to ensure academic standards are provided in the pre-service programs. To ensure teacher preparation programs have knowledge in the use of the Kentucky Core Academic Standards, KDE, CPE, and EPSB collaborated to create online modules and to provide training. The memorandum included a chart that represented the number of faculty reported by each teacher preparation program and the number of faculty who have received the required training in the KY Core Academic Standards. All but two institutions reported that 100% of faculty received the training.

Strategic Plan Update

Mr. Jimmy Adams presented a strategic plan progress report to the Board. It is anticipated that much of the work for Goal 4 will be completed at the board retreat in July. Goal 4 states: *By September 1, 2014, the EPSB will review policies, procedures, committee structures and responsibilities, revise where necessary, and communicate findings to appropriate stakeholders.*

Recognition of Troops to Teachers

Certification Director John Fields explained that Troops to Teachers is a federally-funded program that assists eligible military personnel in transitioning to a new career as public school teachers in "high-needs" schools. Under the direction of the EPSB's Troops to Teachers Coordinator, Wayne Eccles, the program has seen an 80% retention rate and was recently recognized as "A Most Valuable Employer" finalist in civilianjobs.com. Mr. John Fields and Mr. Robert Brown thanked Mr. Eccles for his hard work. Mr. Eccles thanked the Board for its support.

Report of the Chair

Nominating Committee Appointments for Chair and Vice Chair

Chair Cassandra Webb appointed David Whaley (chair), Brandy Beardsley, and Tolya Ellis to serve on the nominating committee for chair and vice chair.

Report from Committee to Review the Evaluation of the Executive Director

There was no report from this committee. The committee plans to have a report at the August EPSB meeting.

Information/Discussion Items

Awarded Contracts

Mr. Adams reported on recently awarded EPSB contracts.

Regulation Review for the Disciplinary Process and Procedures

Ms. Alicia Sneed stated that the Board meeting materials supplied to the Board included current regulations and statutes pertaining to disciplinary procedures. Mr. Michael Ross also presented a document to the Board. He explained that it was a two- page chart that includes information from the disciplinary process flow chart and some language that was gathered from various sources, to be used in discussing how to modify the disciplinary regulation to add disciplinary procedures to make it easier to understand the process. He said he did not feel that Board members had adequate time to review and discuss the document at the June meeting and suggested discussing the document at the July retreat. Board attorney, Angela Evans, stated that as the EPSB counsel and by just glancing through the document she had concerns and asked that the Board involve her in those conversations. She said she wants the Board to be fully informed and aware of the significance of some of the proposed changes. Chair Webb said that she wants Ms. Evans to be involved in the discussion.

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

Mr. John Fields explained the proposed amendments to 16 KAR 2:120. The proposed amendment includes the adoption of the new certification forms, CA-4, CA-4F, and CA-4VE. All new proposed certification forms will have the CA designation to ensure a smooth transition from the prior forms to the newly designed forms. The amendment provides for the current application process to remain in effect until December 31, 2014. Beginning January 1, 2015, any applicant will need to use the CA-4, CA-4F, or CA-4VE and complete a state and federal criminal background check. This item will be brought back at the August EPSB meeting for final action.

Charter for Masters Review Committee

Dr. Kim Walters-Parker presented the proposed charter to the Board and asked if the Board wanted any revisions made to the charter. Dr. Mary John O’Hair said that she wanted the committee to examine enrollment trend data before and after to look at the market share. She also said that it is important that if a survey is conducted as is listed in the objectives for the committee, that the committee connect with a research or evaluation center to review the metrics of the survey to ensure it is valid, reliable, and useful. Dr. Walters-Parker asked if the Board would be interested in determining how many teachers pursued a content degree instead of teacher leader master’s degree to see if that has changed. Dr. O’Hair said perhaps that information could be researched in the future, but she wanted this committee to focus only on the teacher leader master’s degree. Chair Webb asked the Board which representatives they wanted to serve on the committee. The Board stated that they wanted public and private institutions; a research representative; a regional comprehensive university; P-12 elementary, middle, and high school teachers and administrators; teacher leader master’s program completers, and the representatives should include those from rural and urban districts. A revised charter will be brought back at the August EPSB meeting for final action.

Action Items

16 KAR 9:080. University Based Alternative Certification Program, Amendment, Final Action
2014-030

Motion made by Mr. Anthony Strong, seconded by Ms. Laura Schneider, to approve the amendments to 16 KAR 9:080.

Vote: *Unanimous*

Meeting Agenda Policy, Amendment, Final Action

2014-031

Motion made by Mr. Strong, seconded by Ms. Brandy Beardsley, to approve the amendments to the EPSB meeting policy.

Vote: *Unanimous*

Waiver

Request for Waiver of the Board's Decision to Notate Periods of Suspension and/or Revocations on Certificates When Reissued

Ms. Alicia Sneed presented a waiver request to the Board to remove the suspension dates on an individual's certificate. She said that the Board reviewed two requests to remove suspension dates in the past and the Board denied those requests. She said that removing the suspension dates would not expunge the suspension, it would just remove the suspension notation on the certificate, and the individual would still be required to say she was disciplined by the Board. The suspension would still show up online where human resource directors and superintendents would have access.

Board discussion ensued. Some board members expressed their concern in granting this waiver request due to the actions of this individual that warranted a suspension. Others were not sure they agreed with the Board's previous decision to put suspension dates on the certificates. Individuals that had suspensions prior to 2004 and signed an agreed order may not have agreed to the order had they known the suspension dates would show on their certificate. Discussion ensued on the Board's 2004 decision to add the suspension dates to the certificate and the process for requesting a waiver. Due to conversation surrounding ineffective teachers, Mr. Anthony Strong said that the EPSB needs to do more in advocating for superintendents to have more leeway and move away from tribunals. It was determined that the Board should revisit the discussion on suspension notations on certificates at a later date, possibly at the July retreat.

2014-032

Motion made by Mr. Kennedy, seconded by Mr. Strong, to deny the waiver request for Ms. Vonda Myers.

Vote: *9 – Yes*

4 – No (Barbara Boyd, Michael Ross, Laura Schneider, Cassandra Webb)

1 – Abstain (Mary John O'Hair)

Alternative Route to Certification Application

John Henson: Journalism, Grades 8-12

2014-033

Motion made by Dr. Mary John O’Hair, seconded by Mr. Ross, to approve the alternate route to certification application for John Henson.

Vote: *Unanimous*

Board Comments

Chair Webb asked the Board what topics they would like to see on the retreat agenda. The following was asked to be on the agenda: committee work and policy and processes; revisit linkage and the disciplinary process including flagging certificates; next generation learning and NTEP. A retreat planning committee was appointed. The members were determined to be Mary John O’Hair (chair), Laura Schneider, Barbara Boyd, and Sandy Sinclair-Curry. The retreat may be held offsite.

Mr. Anthony Strong said that his doctoral cohort at Northern Kentucky University is going to Ontario in November and has opened this opportunity to the public. It will be November 8-15. If interested contact him for further information.

**DISCIPLINARY MATTERS:
MINUTES OF CASE REVIEW
June 23, 2014**

Motion made by Mr. Anthony Strong, seconded by Ms. Laura Schneider, 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 Mr. Allen Kennedy, seconded by Ms. Sandra Sinclair-Curry, to return to open session.

Vote: *Unanimous*

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

Barbara Boyd, Cassandra Webb, Michael Ross, Ellen Blevins, David Whaley, Mary John O’Hair, Brandy Beardsley, Laura Schneider, Tolya Ellis, April Wood, Allen Kennedy, and Shannon Treece.

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

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Initial Case Review

<u>Case Number</u>	<u>Decision</u>
140271	Hear (<i>Ms. Sinclair-Curry recused</i>)
140295	Hear
1403137	Defer for training
1403145	Hear
1404222	Hear
1403209	Hear
1403139	Admonish
140111	Hear
1402122	Defer for training
1403159	Defer for training
140279	Admonish
1403143	Admonish
1403141	Hear
1403176	Defer for training
1403213	Admonish
1404226	Hear
1403195	Defer for training
1404234	Dismissed
1405285	Defer
1403191	Admonish (<i>Mr. Ross and Ms. Schneider dissented</i>)
1403164	Admonish (<i>Ms. Schneider and Ms. Ellis dissented</i>)
1403153	Hear
1403179	Hear
1403181	Hear
1402116	Admonish
140277	Hear
1403201	Hear
1403185	Hear
140267	Admonish
140128	Hear
1402132	Hear
1404220	Hear (<i>Ms. Blevins recused</i>)
1403147	Defer
1403205	Hear (<i>Ms. Blevins recused</i>)
1404241	Hear
1403173	Hear
1307547	Hear
1402118	Hear
140283	Dismissed
1402128	Admonish
1403151	Hear
1403193	Admonish

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1405264	Defer for training
140281	Dismissed (<i>Ms. Blevins dissented</i>)
1212815	Dismissed
1312866	Dismissed
1312902	Admonish
140287	Dismissed

Character/Fitness Review

<u>Case Number</u>	<u>Decision</u>
14342	Deny
14362	Approve
14381	Deny
14185	Approve
14250	Approve
14268	Approve
14285	Approve
14290	Approve
14183	Approve
14274	Approve
14323	Approve
14368	Approve
14370	Approve
14360	Approve
14367	Approve
14375	Approve
14170	Deny
14329	Deny
131085	Approve
14391	Approve
14405	Approve
14409	Approve
14402	Approve
14402	Approve
14394	Approve
14321	Approve
14412	Approve
14100	Defer
14427	Approve
14453	Approve
14456	Approve
14448	Approve
14460	Approve
14478	Approve
14466	Approve

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14471	Approve
14470	Approve
14477	Approve
14499	Approve
14516	Defer
14529	Approve
14539	Approve
14487	Approve

Agreed Orders

Case Number

Decision

120137 (Sheila Lynch)

Accept Agreed Order which states that Respondent has retired and has no immediate plans to return to the education profession. Should Respondent decide to return to the classroom at some point in the future, she must comply with the following conditions prior to accepting a certified position:

1. Respondent must provide written proof to the Board that she has completed twelve (12) hours of classroom management training, as approved by the Board.
2. Respondent must provide written proof to the Board that she has completed twelve (12) hours of training on The Professional Code of Ethics for Kentucky Certified School Personnel, as approved by the Board.

Any expense involved in meeting these requirements shall be paid by Respondent. If Respondent fails to satisfy these conditions, her certificate shall be automatically suspended until all conditions are met.

Vote: *Unanimous (Ms. Sinclair-Curry recused)*

1303196 (William Rye)

Accept Agreed Order in which Respondent voluntarily surrenders his teaching and administrative certificates. Respondent shall neither apply for, nor 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*

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- 120185 (Laura Szekely) Accept Agreed Order reminding Respondent that, as a certified educator in the Commonwealth of Kentucky, she shall keep in confidence information about students which has been obtained in the course of professional service and shall treat students and parents with dignity and respect at all times. In the future, Respondent shall be more cautious in handling situations that may jeopardize her duties under the Professional Code of Ethics for Certified School Personnel.
- Respondent is currently retired. Prior to or within one (1) year of accepting any teaching and/or administrative position in the Commonwealth of Kentucky, Respondent shall provide written proof to the Board that she 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 with an emphasis in confidentiality. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, her certificate, and any future endorsements or new areas of certification, shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.

Vote: *Unanimous*

- 140246 (Matthew Wohlfarth) Accept Agreed Order admonishing Respondent for conduct unbecoming a teacher. The Professional Code of Ethics for Kentucky Certified School Personnel requires Respondent to exemplify behaviors which maintain the dignity and integrity of the profession. The Board reminds Respondent that he has an ethical duty to treat students with respect and to maintain a high level of professionalism at all times. The Board will not tolerate any further incidents of misconduct from Respondent.
- On or before January 1, 2015, 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, on the Professional Code of Ethics for Kentucky Certified School Personnel, which shall include instruction on appropriate teacher/student boundaries. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, his certificate, and any future endorsements or new areas of certification, shall be automatically suspended until Respondent completes the

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required training and provides the appropriate written proof to the Board.

Vote: *Unanimous*

1307513 (Kenneth Head)

Accept Agreed Order suspending Respondent's certificate for six (6) months. This suspension shall be from July 23, 2013, to January 2, 2014, and from July 1, 2014, through July 21, 2014. Respondent shall immediately surrender the original and all copies of this certificate, 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, 2014, Respondent shall present written evidence to the Board that he has completed the following.

1. Twelve (12) hours of professional development/training, approved by the Board and at his own expense, in professional ethics; and
2. SPED 545/745, a course in which he is currently enrolled at Eastern Kentucky University. Completion of this course is at his own expense.

Should Respondent fail to satisfy these conditions by August 1, 2014, his certificate shall be automatically suspended and remain so until all conditions are met. For three (3) years from the date of acceptance of this Order by the Board, Respondent's certificate shall be subject to the following probationary conditions.

1. Respondent shall submit annual year-end reports from the Director of Special Education from his employing school district confirming that Respondent is complying with all regulations and statutes related to special education policy and procedures.
2. On or before August 1 of 2015, 2016 and 2017, Respondent shall submit written proof to the Board that he has completed six (6) hours of professional development/training in special education policies and procedures. This training shall be approved by the Board and completed at Respondent's expense.
3. 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 Respondent either accepts or appeals and that appeal results in a tribunal finding that imposes a public reprimand, suspension or termination.

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If Respondent fails to satisfy or violates any of these conditions, the Board shall automatically suspend his certificate for a period of two (2) years and may seek additional sanctions pursuant to KRS 161.120.

Vote: *Unanimous*

1308633 (Matthew Bowling) Accept Agreed Order revoking Respondent's certificate. Respondent shall immediately surrender the original and all copies of this certificate to the Education Professional Standards Board, 100 Airport Road, Third Floor, Frankfort, Kentucky 40601. Respondent shall neither apply for nor be issued a teaching certificate in the Commonwealth of Kentucky for the remainder of his lifetime.

Vote: *Unanimous*

131232 (John Amann) 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, and has completed 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 process. Any expense for the assessment and written reports shall be paid by Respondent.
2. Respondent shall submit written proof to the Board that he has completed a course on the Professional Code of Ethics for Kentucky Certified School Personnel, as approved by the Board. Any expense required for said training shall be paid by Respondent.

Any and all certificates issued to Respondent shall be subject to the following conditions:

1. If Respondent's chemical dependency counselor makes any treatment recommendations, Respondent shall comply with the treatment recommendations. Respondent shall submit quarterly written progress reports from his counselor to the Board until such time as the counselor releases him from treatment. Any expense for the treatment and/or written reports shall be paid by Respondent. Failure to comply with this condition will

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result in Respondent's certificate being automatically suspended until Respondent is in compliance.

2. Respondent shall not be convicted of nor enter a guilty or no contest plea to any criminal charge(s) involving the use and/or possession of any controlled substance or alcohol. If Respondent is convicted of, or enters a guilty or no contest plea, to any criminal charge involving the use and/or possession of any controlled substance or alcohol, he shall submit this information to the Board, in writing, within thirty (30) days. Failure to comply with this condition will result in Respondent's certificate being automatically suspended pending Board review and disposition.

3. Respondent shall submit a copy of his current criminal record, as prepared by the Administrative Office of the Courts, with any application for renewal of his certification(s) and/or for additional certification(s). Any expense required to satisfy this condition 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.

Vote: *Unanimous*

1108647 (Charles Mitchell) Accept Agreed Order permanently revoking Respondent's teaching certificate. Respondent shall neither apply for, nor 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*

1306422 (Joy Cunningham) Accept Agreed Order suspending Respondent's certificate for a period of thirty (30) days beginning June 15, 2014. Upon acceptance of this agreement by the Board, Respondent shall immediately surrender the original and all copies of her certificate, by personal delivery or first class mail, to the Education Professional Standards Board, 100 Airport Road, Third Floor, Frankfort, Kentucky 40601. Additionally, Respondent must provide written proof, on or before November 1, 2014, that she has completed twelve (12) hours of Board-approved training/professional development in the area of educator ethics. Any expense

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for this training shall be paid by Respondent. Should Respondent fail to provide proof of this training by November 1, 2014, her certificate shall be suspended and will remain suspended until she provides proof of the training.

Vote: *Unanimous*

1106395 (Matthew Hall)

Accept Agreed Order permanently revoking Respondent's teaching certificate. Respondent shall neither apply for, nor 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*

140248 (Steven French)

Accept Agreed Order admonishing Respondent for conduct unbecoming a teacher. The Board reminds Respondent that, as a teacher, he has a duty to uphold the dignity and integrity of the teaching profession. Driving under the influence of alcohol is not only dangerous; it is also a horrible example to set for students. The Board will tolerate no further incidents of misconduct by Respondent. On or before October 1, 2014, Respondent shall provide written proof from a licensed and Board approved alcohol/substance abuse counseling program that he has been assessed and complied with all recommended treatment. Any expense for said assessment and treatment shall be paid by Respondent. Failure to comply with this requirement by October 1, 2014 will result in an automatic suspension of Respondent's teaching certificate and it will remain suspended until he completes the training requirements contained in this Agreed Order.

Vote: *Unanimous*

1303238 (Jennifer Alexander)

Accept Agreed Order admonished Respondent. As an educator, Respondent has a duty to treat all students with dignity and respect. An educator also has a duty to protect the health, safety, and emotional well-being of students. The Board will tolerate no further acts of misconduct by Respondent.

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Respondent plans to retire from teaching effective July 1, 2014. Should Respondent decide to return to the education profession in the future, she must provide written proof to the Board that she has received twelve (12) hours of Board-approved professional development/training in the area of classroom management prior to accepting a certified position. Any expense incurred for said training shall be paid by Respondent. Should Respondent fail to satisfy this condition, her certificate will be suspended and shall remain suspended until she provides proof that the condition has been met.

Vote: *Unanimous*

1303236 (Maxine Hornback)

Accept Agreed Order admonishing Respondent for providing her students with answers to the Science Proficiency Assessment prior to the exam. The Board reminds Respondent that she has a duty to follow all administrative procedures related to student testing for the well-being of the students and for the integrity of the testing process. The Board will tolerate no further acts of misconduct by Respondent.

Additionally, Respondent's certificate, including any endorsements and any future endorsements or new areas of certification, shall be subject to the following probationary conditions for a period of two (2) years beginning February 15, 2013:

1. Respondent shall provide written proof to the Board, on or before October 1, 2014, that she has received three (3) hours of CATS training and six (6) hours of ethics training. Should Respondent violate this condition, her certificate shall be suspended and will remain so until the condition is met. Any expense incurred for said training shall be paid by Respondent.

2. Should Respondent commit any further violation of testing regulations and/or procedures during the two (2) year probationary period, her certificate shall be automatically suspended for a period of two (2) years. If the violation includes new allegations of misconduct pursuant to KRS 161.120, the Board may open a new disciplinary action and seek additional sanctions.

Vote: *Unanimous*

1108641 (Michael Bowling)

Accept Agreed Order which states that Respondent shall provide written proof, on or before December 1, 2014, that

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he has completed a professional development/training course in the area of recognizing and reporting dependency, neglect, and abuse of children. Any expense for this training shall be paid by Respondent. Upon successful completion of the training by Respondent, Case number 1108641 shall be dismissed.

Vote: *Unanimous*

130183 (Cassandra Curry)

Accept Agreed Order admonishing Respondent for conduct unbecoming a teacher. Respondent must not allow her personal life to affect her duties as an educator. Respondent must also refrain from sending personal text messages during school hours. The Board will tolerate no further acts of misconduct by Respondent. This agreement is expressly conditioned upon Respondent providing written proof to the Board, by May 1, 2015, that she has received twelve (12) hours of Board-approved professional development/training in the area of educator ethics. Any expense incurred for said training shall be paid by Respondent. Should Respondent fail to provide proof of this requirement, her certificate will be suspended and shall remain suspended until she provides proof that the condition has been met.

Vote: *Unanimous*

1211715 (Jerry Walker)

Accept Agreed suspending Respondent's certificate for a period of six (6) months beginning August 1, 2013. Upon acceptance of this agreement by the Board, Respondent shall immediately surrender the original and all copies of his certificate, by personal delivery or first class mail, to the Education Professional Standards Board, 100 Airport Road, Third Floor, Frankfort, Kentucky 40601. Prior to the reinstatement of Respondent's certificate at the conclusion of the six (6) month suspension period, Respondent shall comply with the following:

1. 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 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

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follow-up treatment shall be paid by Respondent. If Respondent fails to satisfy this condition, his certificate will not be reinstated.

2. Respondent must submit a copy of his current criminal background check. If there are any new convictions, other than minor traffic violations, Respondent's certificate will not be reinstated.

Upon reinstatement, Respondent's certificate, and any future endorsements or new areas of certification, shall be subject to the following probationary conditions for a period of five (5) years from the date of issuance:

1. Respondent shall complete all requirements of the diversion agreement in Calloway Circuit Court Case No. 12-CR-000116. Should Respondent fail to successfully complete the diversion program, his certificate shall be revoked.

2. On or before July 1 of each year of the probationary period, Respondent must submit a current copy of his criminal background check. If there are any new convictions, other than minor traffic violations, Respondent's certificate will be revoked.

3. Respondent shall comply with any and all recommendations from the mental health assessment for reinstatement. Should Respondent fail to satisfy this condition, his certificate shall be suspended until such time that the proof has been provided that he has completed the recommendations.

4. Respondent shall provide written proof, on or before December 1, 2014, that he has completed twelve (12) hours of professional development/training in the area of educator ethics. Any expense for this training shall be paid by Respondent.

Vote: *Unanimous*

1340271 (Linda Rudolph)

Accept Agreed Order admonishing Respondent for violating the *Administration Code for Kentucky's Educational Assessment Program*. The Board reminds Respondent that she has a duty to follow all administrative procedures related to student testing for the well-being of the students and for the integrity of the testing process. The Board will tolerate no further acts of misconduct by Respondent.

Respondent has provided proof that she has completed twelve (12) hours of Administrative Code Training.

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Vote: *Unanimous*

1107517 (Addison James)

Accept Agreed Order subjecting Respondent's certificate to the following probationary conditions for a period of twelve (12) months beginning January 1, 2014:

1. Respondent must provide written proof, on or before December 1, 2015, that he has completed three (3) hours of Board-approved training/professional development in the area of educator ethics. Any expense for this training shall be paid by Respondent. Should Respondent fail to provide proof of this training by December 1, 2015, his certificate shall be suspended and will remain suspended until he provides proof of the training.

2. Respondent shall receive no disciplinary action involving student/teacher boundaries. "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. Should Respondent violate this condition, his certificate shall be automatically suspended for a period of six (6) months and subject to additional sanctions by the Board pursuant to KRS 161.120.

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

Vote: *Unanimous*

1307495 (Herman Williams) Accept Agreed Order which states that Respondent's certificate shall be sanctioned as follows. The Professional Certificates for Instructional Leadership - Middle Grade School Principal and Secondary School Principal are suspended for a period of one (1) year from the date of acceptance of this Order by the Board. The Standard Certificate for Teaching in the Middle Grades 5-8 shall remain intact. Respondent shall surrender the original and all copies of his certificate, by first class mail or personal delivery to the Education Professional Standards Board, 100 Airport Road, Third Floor, Frankfort, Kentucky 40601. The Office of Certification will then reissue the certificate with the suspensions noted.

Reinstatement of Respondent's certificate is conditioned upon the following. Respondent shall submit written proof to the Board that he has successfully completed the following, each approved by the Board and at his own

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expense.

1. Redbook training; and
2. Twelve (12) hours of ethics training.

Should Respondent fail to satisfy these conditions, Respondent's certificate shall remain suspended until the conditions are met.

Vote: *Unanimous*

1107529 (Jeff Vincent)

Accept Agreed Order which states that Respondent is not currently teaching and has no foreseeable need for a teaching certificate. As a result, Respondent voluntarily agrees that he will not seek or accept any position of employment in Kentucky that requires teaching certification. Respondent further agrees that he will not seek renewal and/or certification following the expiration of his certificate in 2018. Should Respondent violate this agreement, his certificate shall be automatically suspended for its remainder and/or any application for certification shall be denied.

Vote: *Unanimous (Ms. Treece recused)*

1109667 (Danny Price)

Accept Agreed Order which states that Respondent's certificate shall be sanctioned as follows. The Professional Certificates for Instructional Leadership - Principal, All Grades, Level 2, and School Superintendent are suspended for a period of two (2) years beginning November 4, 2011. The Provisional Certificate for Teaching in the Secondary Grades 9-12 (And For Departmentalized Grades 7-8 In Field) shall remain intact. Respondent shall surrender the original and all copies of Respondent's certificate immediately, by first class mail or personal delivery to the Education Professional Standards Board, 100 Airport Road, Third Floor, Frankfort, Kentucky 40601. The Office of Certification will then reissue Respondent's certificate with the suspension noted.

On or before August 1, 2014, Respondent shall provide written proof to the Board that he has successfully completed twelve (12) hours of professional development/training in ethics and boundary issues, approved by the Board and at his own expense. Should Respondent fail to satisfy this condition, Respondent's certificate shall be automatically suspended and remain so until this condition is met.

Upon entry of this Order, Respondent's certificate shall be

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subject to the following probationary condition for the life of the certificate. Respondent shall not be disciplined by any school district for any conduct which violates KRS 161.120 and/or 16 KAR 1:020. Discipline shall be defined as a public reprimand, suspension, or termination either uncontested by Respondent or upheld by either the tribunal or arbitration process, if requested. If Respondent violates this condition, the Board shall automatically suspend his certificate for a period of two years and may seek additional sanctions pursuant to KRS 161.120.

Vote: *Unanimous*

140117 (Terri New)

Accept Agreed Order reminding Respondent that each citizen of the Commonwealth of Kentucky has a duty to report child dependency, neglect, or abuse pursuant to KRS 620.020. Although the Board understands that it is difficult to report a fellow educator, the health, safety, and emotional well-being of students should be an educator's primary concern.

In addition, Respondent shall provide proof that she has completed training regarding the reporting requirements of KRS 620.020 provided by either the Kentucky Cabinet for Health and Family Services, Prevent Child Abuse Kentucky, or a comparable training approved by the Board by January 1, 2015. Any expense for the counseling or training shall be paid by Respondent. If Respondent fails to provide proof of completion of this training by January 1, 2015, her certificate shall be suspended until the Board receives proof of completion of the training is received. Respondent is aware if she should have any future violations of KRS 161.120, the Board shall initiate new disciplinary action and seek additional sanctions.

Vote: *Unanimous*

1312887 (Sarah Easterling)

Accept Agreed Order which states that the Division of Certification is ordered to delete Respondent's certification to teach Moderate and Severe Disabilities, Grades Primary Through 12. The Division of Certification shall issue Respondent a new certificate reflecting the deletion of the above certificate area. Upon acceptance of this order, Respondent shall immediately surrender the original and all copies of her certificate, by personal delivery or first class mail, to the Education Professional Standards Board, 100 Airport Road, Third Floor, Frankfort, Kentucky 40601.

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Additionally, Respondent's certificate shall be subject to the following probationary conditions:

1. Respondent shall provide written proof to the Board that she has received eight (8) hours of professional development/training in the area of ethics, as approved by the Board, no later than January 1, 2015. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to satisfy this condition by January 1, 2015, any and all certificates issued to Respondent will automatically be suspended until such training is completed and the appropriate written proof is provided to the Board.
2. Respondent agrees to not reapply for certification to teach Moderate and Severe Disabilities, Grades Primary Through 12 at any time in the future. Additionally, Respondent shall not apply, nor be issued, a waiver to allow her to teach exceptional students outside her certification area for Learning and Behavior Disorders, Grades Primary Through 12.

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

Vote: *Unanimous*

- 1310731 (Jeffrey Jennings) Accept Agreed Order admonishing Respondent for neglecting his duty to comply with state school laws and district policies regarding the reporting and documentation of bullying incidents within his school district. KRS 158.440 requires that every student have access to a safe learning environment, and it is an administrator's ethical duty to take reasonable steps to protect the health, safety and emotional well-being of all students. Reasonable steps would include following the proper procedures for reporting and/or documenting incidents of bullying to the proper authorities, as set forth in KRS 158.444 and District Board Policies 09.422 and 09.2211. Only when the procedures are followed can a district take the steps necessary to properly address and prevent future incidents of bullying. While the Board recognizes that an administrator cannot prevent every incident of bullying within his school, the Board expects Respondent to comply with the procedures in place.
- As of July 1, 2014 Respondent will be a retired educator. Before Respondent may return to the Kentucky public school system in any capacity, he shall provide written proof to the Board that he has successfully completed six

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(6) hours of professional development or training in Ethics, and six (6) hours of professional development or training in bullying prevention, which shall include a component on investigation. Any expense incurred for said training shall be paid by Respondent.

Respondent agrees that should he fail to complete the required training before returning to the Kentucky public school system, his certificate, and any future endorsements or new areas of certification, shall be automatically suspended until such training is completed and the appropriate written proof is provided to the Board.

Vote: *Unanimous*

1308590 (Sean Jackson)

Accept Agreed Order suspending Respondent's certificate retroactively for fifty (50) days from June 9, 2011 through July 29, 2011. Respondent shall surrender the original and all copies of his certificate immediately, by first class mail or personal delivery to the Education Professional Standards Board, 100 Airport Road, Third Floor, Frankfort, Kentucky 40601.

The Board acknowledges that Respondent has accepted responsibility for his actions and self-reported his conviction to the Board.

Any certificate the Board has issued or will issue to or on behalf of Respondent, shall be subject to the following probationary conditions.

1. Respondent agrees to testify truthfully in EPSB disciplinary case number 1211674.
2. Respondent shall maintain sobriety. Respondent shall continue to seek treatment by regularly attending meetings of Alcoholics Anonymous and receiving related counseling services.
3. Respondent shall have no further criminal convictions involving alcohol or endangering the lives of others. Respondent shall submit a state criminal background records report to the Board with all future applications for certification or certification renewal. Any expense for the state criminal background records report shall be paid by Respondent. If Respondent is convicted for any crime involving alcohol, any and all certificates issued to Respondent shall be automatically suspended and a new disciplinary case initiated.
4. Respondent shall have no disciplinary actions involving use of alcohol by any school district. The parties agree that "disciplinary action" is defined as any public reprimand,

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suspension or termination issued by any school district or state agency and upheld after a due process hearing if requested by Respondent. If Respondent receives any disciplinary actions involving the use of alcohol or any controlled substance, any and all certificates issued to Respondent shall be automatically suspended and a new disciplinary case initiated.

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

Vote: *Unanimous (Mr. Ross recused)*

- 1304265 (Melissa Belcher) Accept Agreed Order suspending Respondent's certificate for a period of forty (40) 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 her certificate to the EPSB by delivering or mailing to 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601.
- Respondent is hereby admonished for endangering the health, safety, and welfare of students. Respondent is reminded that she is not a medical professional and that she lacks the expertise necessary to dispense medication. Medication administration procedures are in place to protect the safety and well-being of students, and circumventing these procedures is inappropriate and dangerous. The Board will tolerate no further acts of misconduct by Respondent.
- Respondent's certificate shall be subject to the following probationary conditions for a period of five (5) years from the date upon which the Board approves this agreement:
1. Respondent has provided written proof to the Board that she has successfully completed Medication Administration Training for Unlicensed School Personnel through the Kentucky Department for Public Health.
 2. On or before July 1, 2014, 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 Certified School Personnel. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to comply with the

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requirements of this paragraph on or before July 1, 2014, Respondent's certificate, and any future endorsements or new areas of certification, shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.

3. For the entirety of the probationary period, Respondent shall receive no disciplinary action. "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. If Respondent fails to comply with the requirements of this paragraph, Respondent's certificate, and any future endorsements or new areas of certification, shall be automatically suspended for a period of sixty (60) days.

Respondent is aware that should she violate KRS 161.120, either during or following this five (5) year period of probationary conditions, the Board shall initiate new disciplinary action and seek additional sanctions.

Vote: *Unanimous*

1203166 (Dustin Cox)

Accept Agreed Order suspending Respondent's certificate for a period one (1) year, from the date the Board approves this Order. Upon acceptance of this agreement by the Board, Respondent shall immediately surrender the original and all copies of his certificate, by personal delivery or first class mail, to the Education Professional Standards Board, 100 Airport Road, Third Floor, Frankfort, Kentucky 40601. Respondent is admonished for conduct unbecoming a teacher. The Board reminds Respondent that, as a teacher, he has a duty to uphold the dignity and integrity of the teaching profession. Driving under the influence of alcohol is dangerous, and this type of behavior sets a horrible example for students. The Board will not tolerate any further incidents of misconduct by Respondent.

In addition to any educational requirements, reinstatement of Respondent's certificate at the conclusion of the suspension is expressly conditioned upon the following:

1. Respondent shall provide written proof to the Board that he has completed a comprehensive alcohol/substance abuse assessment by a Kentucky licensed or certified chemical dependency counselor, as approved by the Board.

Respondent shall also submit written proof to the Board that he has successfully completed any and all treatment recommendations proposed by the counselor. Any expense

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for the assessment, treatment, and/or written reports shall be paid by Respondent.

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. Any expense required for said training shall be paid by Respondent.

Should Respondent fail to satisfy either of these conditions, Respondent's certificate shall not be reinstated.

Upon reinstatement, Respondent's certificate shall be on probation for a period of three (3) years and subject to the following probationary conditions:

1. In accordance with KRS 161.175, Respondent shall submit to random drug testing during the probationary period, to be administered by a provider approved by the Board, and shall receive no drug test positive for illegal substances or in excess of therapeutic levels generally acceptable in the medical community. Any expense required for the drug testing shall be paid by Respondent.

2. Respondent shall not be convicted of any crime involving the use and/or possession of any controlled substance or alcohol during the probationary period. Respondent shall submit a copy of his current criminal record, as prepared by the Administrative Office of the Courts, by July 1st of each year of the probationary period. Any expense required to satisfy this condition shall be paid by Respondent.

Should Respondent fail to satisfy any of the above conditions, Respondent's certificate shall be automatically suspended for a period of two (2) years and subject to additional sanctions by the Board pursuant to KRS 161.120.

Vote: *Unanimous*

CF14142 (Cheryl Barnett)

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 she has met the academic and testing requirements necessary for issuance of a certificate, and has completed the following:

Respondent shall submit written proof to the Board that she has completed a course on the Professional Code of Ethics for Kentucky Certified School Personnel, as approved by the Board. Any expense required for said training shall be paid by Respondent.

Any and all certificates issued to Respondent shall be

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subject to the following conditions:

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. A violation is not considered a minor traffic violation if it is a violation for which jail time may be imposed. If Respondent is convicted of, or enters a guilty or no contest plea, to any criminal charge other than minor traffic violations, she shall submit this information to the Board, in writing, within thirty (30) days. Failure to comply with this condition will result in Respondent's certificate being automatically suspended pending Board review and disposition.
2. Respondent shall submit a copy of her current criminal record, as prepared by the Administrative Office of the Courts, with any application for renewal of her certification(s) and/or for additional certification(s). Any expense required to satisfy this condition 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 her behalf.

Vote: *Unanimous*

CF13852 (Ashlee Saltsman) 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 she has met the academic and testing requirements necessary for issuance of a certificate, and has completed the following:

1. Respondent shall provide written proof to the Board that she has complied with the terms in the Order Granting Pretrial Diversion, and Jefferson Circuit Court Case 08-CR-1704 has been dismissed.
 2. Respondent has provided written proof to the Board that she has completed a comprehensive alcohol/substance abuse assessment by a Kentucky licensed and/or certified chemical dependency counselor.
 3. Respondent shall submit written proof to the Board that she has completed a course on the Professional Code of Ethics for Kentucky Certified School Personnel, as approved by the Board. Any expense required for said training shall be paid by Respondent.
- Any and all certificates issued to Respondent shall be subject to the following conditions:

1. Respondent shall not be convicted of nor enter a guilty or

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no contest plea to any criminal charge(s) involving the use and/or possession of any controlled substance or alcohol. If Respondent is convicted of, or enters a guilty or no contest plea, to any criminal charge involving the use and/or possession of any controlled substance or alcohol, she shall submit this information to the Board, in writing, within thirty (30) days. Failure to comply with this condition will result in Respondent's certificate being automatically suspended pending Board review and disposition.

2. Respondent shall submit a copy of her current criminal record, as prepared by the Administrative Office of the Courts, with any application for renewal of her certification(s) and/or for additional certification(s). Any expense required to satisfy this condition 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 her behalf.

Vote: *Unanimous*

1211649 (Thomas Walling) Accept Agreed Order admonishing Respondent. A teacher in the Commonwealth of Kentucky has a duty to protect the health, safety, and emotional well-being of students. An educator should only use physical interventions with a student as a last resort to protect the student, to protect the educator, or to protect others from harm. The Board reminds Respondent that as a teacher, he has a duty to maintain the dignity and integrity of the profession and to set a positive example for his students. The Board will not tolerate any further incidents of misconduct from Respondent.

This settlement agreement is expressly conditioned upon the following:

1. Respondent shall complete six (6) hours of professional development or training in the area of classroom management.
2. Respondent shall complete twelve (12) hours of educator ethics professional development or training, with a focus on the Professional Code of Ethics for Kentucky Certified School Personnel.
3. Respondent shall complete the Kentucky Department of Education's restraint and seclusions training entitled *Promoting Positive Behavior in Schools*.

All training must be approved by the Board. Respondent must provide written proof to the Board that he has

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completed the training by June 1, 2015. Any expense incurred for said training shall be paid by Respondent. Should Respondent fail to meet any of the requirements listed above, his certificate shall be automatically suspended until Respondent provides written proof to the Board that he has completed the conditions. Respondent is aware that should he violate KRS 161.120 in the future, the Board shall initiate a new disciplinary action and seek additional sanctions.

Vote: *Unanimous*

Recommended Order

Case Number

Decision

110276 (Amanda Henry)

Accept the Hearing Officer's Recommended Order of Default and Permanently Revoke Respondent's certificate.

Vote: *Unanimous*

Motion made by Ms. Schneider, seconded by Ms. Sinclair-Curry, to adjourn the meeting.

Vote: *Unanimous*

Meeting adjourned at 1:00 p.m.

Next Meeting:

**August 11, 2014
9:00 AM
EPSB Board Room
Frankfort, Kentucky**

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Consent Item B

Action Item:

2014-15 Emergency Non-Certified School Personnel Program

Applicable Statutes and Regulation:

16 KAR 2:030, Section 3

Applicable Goal:

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

Issue:

Should the Education Professional Standards Board (EPSB) approve the local school districts' applications for the Emergency Non-Certified School Personnel Program, 2014-15, as recommended by staff?

Background:

Pursuant to 16 KAR 2:030, Section 3, a school district may submit a written application for participation in the Emergency Non-Certified School Personnel Program any time during the school year. Attached is list of the school districts that staff is recommending for continuance in the program for the 2014-15 school year.

Alternative Actions:

1. Approve staff recommendation.
2. Modify and approve staff recommendation.
3. Do not approve staff recommendation.

Staff Recommendation:

Alternative 1

Rationale:

All districts recommended have submitted a year-end summary report as required by 16 KAR 2:030 and have requested continuation in this program for 2014-15.

Contact Person:

Mr. John Fields, Director
Division of Certification
(502) 564-4606
E-mail: John.Fields@ky.gov

Date:

August 11, 2014

EMERGENCY NON-CERTIFIED SCHOOL PERSONNEL PROGRAM

Staff is recommending the following districts be reinstated for participation in the Emergency Non-Certified School Personnel Program for 2014-15.

1. Anderson County
2. Barren County
3. Bourbon County
4. Butler County
5. Campbell County
6. Carter County
7. Casey County
8. Christian County
9. Covington Independent
10. Crittenden County
11. Estill County
12. Fulton Independent
13. Gallatin County
14. Garrard County
15. Grant County
16. Harrison County
17. Lee County
18. Letcher County
19. Menifee County
20. Morgan County
22. Paris Independent
23. Trigg County
24. Union County
25. Warren County
26. Washington County
27. Wolfe County
28. Woodford County

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16 KAR 2:030. Substitute teachers and emergency school personnel.

RELATES TO: KRS 161.020, 161.028(1)(a), (f), 161.030(1), (9), 161.100

STATUTORY AUTHORITY: KRS 161.020, 161.028(1)(a), (f), 161.030(1), (9), 161.100

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.020, 161.028, and 161.030 require that a teacher and other professional school personnel hold a certificate of legal qualifications for the respective position issued by the Education Professional Standards Board. KRS 161.100 provides for the issuance of an emergency certificate. This administrative regulation establishes a Certificate for Substitute Teaching, the priority selection process for employing a substitute teacher, and the Emergency Noncertified School Personnel Program.

Section 1. (1) The Certificate for Substitute Teaching shall be issued in accordance with the pertinent Kentucky statutes and administrative regulations of the Education Professional Standards Board to an applicant who:

(a) Holds a valid statement of eligibility for a Kentucky teaching certificate; or
(b) Has previously held a Kentucky certificate for classroom teaching for which the completion of a four (4) year program of teacher preparation and a bachelor's degree were required.

(2) The Certificate for Substitute Teaching shall be issued initially for a duration period of five (5) years and may be reissued or renewed upon recommendation of the employing school district superintendent.

(3) The Certificate for Substitute Teaching shall:

(a) Be valid for substitute teaching; and

(b) Not be valid:

1. For continuous part-time employment for classroom teaching; or

2. As a permanent replacement for a teacher of record for the remainder of the school year.

Section 2. To employ a substitute teacher during the temporary absence of the teacher of record for a position, priority in selection and employment shall be given in accordance with the following order:

(1) A teacher who holds appropriate regular certification corresponding to the grade level of the teaching assignment;

(2) A teacher who holds regular certification for classroom teaching at any grade level;

(3) A teacher who holds the Certificate for Substitute Teaching;

(4) Except as provided in subsection (5) of this section, a person certified on an emergency basis for substitute teaching pursuant to 16 KAR 2:120, who shall be called according to the following descending order relating to the amount of college hours completed:

(a) A Bachelor's degree;

(b) At least ninety-six (96) semester hours of college credit;

(c) From sixty-four (64) to ninety-five (95) semester hours of college credit;

(5) A person certified on an emergency basis for substitute teaching in a health, technical, or industrial occupation with a minimum of four (4) years of occupational experience in the area to be taught and a high school diploma or its equivalent as determined by evidence of a passing score on the General Education Development Test.

Section 3. If a district is unable to employ a substitute teacher using the priority selection process established in Section 2 of this administrative regulation, a district may utilize a person through the Emergency Noncertified School Personnel Program established by the Education Professional Standards Board. A district seeking participation in this program shall apply to and receive approval from the Education Professional Standards Board on an annual basis.

(1) A district shall submit a written letter of application for participation in the Emergency Noncertified School Personnel Program. A district may make application at any time during the school year. The application letter shall be reviewed for approval by the Education Professional Standards Board based upon the following documented components:

(a) The number of teaching days not filled with an appropriately certified teacher or appropriately certified emergency substitute in the preceding school year;

(b) The extent and anticipated usage of emergency school personnel;

(c) A plan to eliminate the need for emergency school personnel in the future;

(d) The steps taken by the district to recruit and retain emergency certified personnel;

(e) The recruitment of persons with a high school diploma or its equivalent as determined by evidence of a passing score on the General Education Development Test, age twenty-five (25) or over, except an individual enrolled in an approved teacher education program who may be less than twenty-five (25) years old;

(f) Recruitment of parents or other paraprofessionals assigned to the school;

(g) A detailed outline of a minimum eighteen (18) clock hour orientation program including emphasis on student safety, district policies, and procedures; and

(h) An outline of the district screening process, including the required criminal record and reference check.

(2) Upon Education Professional Standards Board approval of the plan for the school year, the district shall:

(a) Submit a list, by name, Social Security number, and school, of personnel meeting the requirements established in subsection (1) of this section;

(b) Submit a quarterly report to the Education Professional Standards Board identifying the number of days personnel were utilized under this plan;

(c) Submit a summary evaluation of the program at the end of the school year for which approval was received from the Education Professional Standards Board; and

(d)1. Utilize emergency school personnel in a single school for which the staff member has been approved and assigned by the district; or

2. If the staff member participated in the district's Emergency Noncertified School Personnel Program the previous school year, the district may choose to utilize the staff member in more than one (1) school in the district.

(3) A district that was approved by the Education Professional Standards Board to operate an Emergency Noncertified School Personnel Program the preceding year may file Form TC-EN requesting renewal for continuation of the program. Renewal shall be contingent upon:

(a) Demonstration of the continued need for the program; and

(b) Successful evaluation of the previous year's program pursuant to reporting requirements of this administrative regulation.

Section 4. Incorporation by Reference. (1) Form TC-EN, May 2002, is incorporated by reference.

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(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. (SBE 42.815; 1 Ky.R. 504; eff. 3-12-75; Am. 8 Ky.R. 1165; eff. 6-2-82; 11 Ky.R. 637; 980; eff. 12-11-84; 1481; eff. 5-14-85; 19 Ky.R. 1140; 1540; eff. 1-4-93; 24 Ky.R. 1140; 1507; eff. 1-12-98; 26 Ky.R. 896; 1156; eff. 12-16-99; 27 Ky.R. 1077; eff. 12-21-2000; 28 Ky.R. 2246; 2574; eff. 6-14-2002; recodified from 704 KAR 20:210, 7-2-2002.)

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Consent Item C

Action Item:

Bellarmino University: Superintendent Certification Program

Applicable Statutes and Regulation:

KRS 161.028; KRS 161.048
16 KAR 5:010, 16 KAR 3:010

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 Superintendent Certification Program for Bellarmine University?

Background:

The Superintendent Certification Program proposal for Bellarmine University includes admission requirements aligned with 16 KAR 3:010: a minimum of two years school administrative experiences, a Kentucky teaching certificate, a master's degree, letters of recommendation, writing samples, and evidences of leadership experiences. The certification program requires a minimum of 12 hours of campus-based coursework that includes field experiences. The program is built around the school district as a clinical laboratory where the theory taught in courses is operationalized in the assignments completed in the field. The program is designed to be completed in three semesters culminating with a capstone project. Candidates will participate as part of a cohort and learn to facilitate professional learning communities in schools and districts. Courses maximize collaboration with local school district personnel, with district administrators serving as mentors. The capstone district improvement project is integral to the candidate's demonstration of mastery of the Interstate School Leadership Licensure Consortium (ISLLC) standards.

Groups/Persons Consulted:

Content Area Program Reviewers
Reading Committee

Alternative Actions:

1. Approve the request for the Superintendent program for Bellarmine University.
2. Modify and approve the request for the Superintendent program for Bellarmine University.
3. Do not approve the request for the Superintendent program for Bellarmine University.

Committee Recommendation:

Alternative 1

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Rationale:

The proposed educator preparation program follows the appropriate regulations (16 KAR 5:010 and 16 KAR 3:010) outlining requirements for program approval as established by the EPSB.

Contact Person:

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

Date:

August 11, 2014

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16 KAR 3:010. Certification for school superintendent.

RELATES TO: KRS 161.020, 161.028, 161.030

STATUTORY AUTHORITY: KRS 161.028, 161.030

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028(1)(b) requires that the Educational Professional Standards Board promulgate administrative regulations establishing standards and approval requirements for teacher and other professional school preparation programs. KRS 161.030 requires the board to promulgate administrative regulations establishing requirements for the authorization of a certificate issued under KRS 161.010 to 161.126. This administrative regulation establishes the preparation and certification program for school superintendent.

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

- (a) An approved program of preparation, as required by this administrative regulation and pursuant to 16 KAR 5:010;
- (b) The appropriate requirements for certification, as established in 16 KAR Chapter 3; and
- (c) At least two (2) years of experience in a position of school principal, supervisor of instruction, guidance counselor, director of pupil personnel, director of special education, school business administrator, local district coordinator of vocational education, or a coordinator, administrator, or supervisor of district-wide services. Other administrative experience may be substituted for this requirement with the approval of the Education Professional Standards Board.

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

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

- (a) Qualifications for a Kentucky teaching certificate;
- (b) Admission to the preparation program on the basis of criteria developed by the teacher education institution pursuant to 16 KAR 5:010;
- (c) Completion of a master's degree;
- (d) 1. Except as provided in subparagraph 2 of this paragraph, completion of the Levels I and II preparation and certification for the position of school principal, or supervisor of instruction; or
2. For a candidate who completed preparation for principal prior to 1988, completion of the assessments for administration; and
- (e) Completion of at least three (3) years of full-time teaching experience, including at least 140 days per year.

Section 2. A preparation program for the professional certificate for instructional leadership - school superintendent shall be consistent with the six (6) standards included in "Educational Leadership Policy Standards: ISLLC2008" and the six (6) standards included in "Technology Standards for School Administrators" incorporated by reference in 16 KAR 3:050. (1) Beginning August 1, 2014, each accredited educator preparation institution shall have a formal application procedure for admission to a superintendent preparation program, which shall include the following:

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

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

1. The ability to improve student achievement;
2. Knowledge of school laws related to school finance, school operations, and personnel matters;
3. The ability to implement curriculum, instruction, and assessment;
4. A commitment to ongoing professional growth;
5. Effective communication skills; and
6. The ability to build relationships, foster teamwork, and develop networks; and

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

(2) Beginning August 1, 2014, each superintendent preparation program shall:

(a) Utilize a clinical model which requires candidates to:

1. Work in diverse school and district central office settings; and
2. Solve problems based on the school district's needs;

(b) Develop a mentoring plan for each candidate; and

(c) Design a method to assess the effectiveness of a candidate's field experience.

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

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

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

1. Leadership theory and development;
2. The impact of board leadership on student learning;
3. Community engagement focused on student learning;
4. Capacity building;
5. District management;
6. Culturally responsive leadership;
7. Ethics;
8. Time management; and
9. Professional development;

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

1. Finance;
2. Personnel;
3. Food service;
4. Facilities;
5. Transportation;
6. School safety; and
7. School-based councils; and

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(c) Coursework which will assist the candidate to:

1. Develop skills that facilitate rigorous curriculum, engaging instruction, professional development, and a comprehensive assessment system;
2. Implement an aligned, rigorous, standards-based curriculum in every school which prepares all students to be globally competitive for postsecondary education and work;
3. Collaborate with district staff and school leaders to coordinate a system of support that ensures engaging and relevant instruction in every classroom;
4. Ensure that a comprehensive assessment system is appropriately used at the district, school, and classroom level for informed decision making that improves learning;
5. Work with district and school staff to develop and implement a coordinated system of student academic support for students whose achievement does not meet established benchmarks; and
6. Ensure that the school system has an articulated design for preschool, early childhood, middle childhood, adolescent, and adult education that represents research and best practice.

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

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

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

- (a) The completion of two (2) years of experience as a school superintendent or assistant superintendent;
- (b) Three (3) semester hours of additional graduate credit or the equivalent related to the position of school superintendent; or
- (c) Forty-two (42) hours of approved training selected from programs approved for the Kentucky Effective Instructional Leadership Training Program.

(3) If a lapse in certification occurs for lack of the renewal requirements, the certificate shall be reissued for a five (5) year period after the completion of an additional six (6) semester hours of graduate study or the equivalent appropriate to the program. (13 Ky.R. 1826; eff. 5-14-87; Am. 20 Ky.R. 2908; eff. 6-2-94; 24 Ky.R. 1949; 2373; eff. 5-18-98; 27 Ky.R. 858; 1472; eff. 12-21-2000; Recodified from 704 KAR 20:420, 7-2-02; 30 Ky.R. 1321; 1757; eff. 1-23-04; 39 Ky.R. 497; 944; eff. 11-19-12.)

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

Section 22. Program Approval Action Outside the First or Regular Continuing Accreditation Cycle. (1) Approval of a program shall be through the program process established in Section 11 of this administrative regulation except that a new program not submitted during the regular accreditation cycle or a program substantially revised since submission during the accreditation process shall be submitted for approval by the EPSB prior to admission of a student to the program.

(2) For a new or substantially revised program, the EPSB shall consider a recommendation by staff, including review by the Continuous Assessment Review Committee, Content Program Review Committee, and the Reading Committee.

(3) A recommendation made pursuant to subsection (2) of this section shall be presented to the full EPSB.

(4) Program approval decision options shall be:

(a) Approval, with the next review scheduled during the regular accreditation cycle unless a subsequent substantial revision is made;

(b) Approval with conditions, with a maximum of one (1) year probationary extension for correction of a specified problem to be documented through written materials or through an on-site visit. At the end of the extension, the EPSB shall decide that the documentation supports:

1. Approval; or

2. Denial of approval; or

(c) Denial of approval, indicating that a serious problem exists which jeopardizes the quality of preparation of school personnel.

(5) The EPSB shall order a review of a program if it has cause to believe that the quality of preparation is seriously jeopardized. The review shall be conducted under the criteria and procedures established in the EPSB "Emergency Review of Certification Programs Procedure" policy incorporated by reference. The on-site review shall be conducted by EPSB staff and a Board of Examiners team. The review shall result in a report to which the institution may respond. The review report and institutional response shall be used by the Executive Director of the EPSB as the basis for a recommendation to the full EPSB for:

(a) Approval;

(b) Approval with conditions; or

(c) Denial of approval for the program.

(6) If the EPSB denies approval of a program, the institution shall notify each student currently admitted to that program of the EPSB action. The notice shall include the following information:

(a) A student recommended for certification or advancement in rank within the twelve (12) months immediately following the denial of state approval and who applies to the EPSB within the fifteen (15) months immediately following the denial of state approval shall receive the certification or advancement in rank; and

(b) A student who does not meet the criteria established in paragraph (a) of this subsection shall transfer to a state approved program in order to receive the certificate or advancement in rank.

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**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Information/Discussion Item A

Information Item:

A report on the end of year financial performance of the agency's programs and operations through June 30, 2014

Applicable Statutes and Regulation:

KRS 161.017 (1) (c)

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:

The state fiscal year begins July 1 and ends June 30. This end of year report of expenditures through June 30, 2014, will be placed on the EPSB secure website as soon as it is completed after July 1, 2014, but prior to the board meeting on August 11, 2014.

Groups/Persons Consulted

All information was produced from information maintained in the eMARS financial system and analysis completed by Jimmy Adams.

Contact Person:

Mr. Jimmy Adams
Deputy Executive Director
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Date:

August 11, 2014

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Information/Discussion Item B

Information Item:

2013-2014 New Teacher Survey results

Applicable Statutes and Regulation:

KRS 161.028

KRS 161.030

16 KAR 5:010

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.

Background:

The 2013-2014 New Teacher Survey elicited responses from student teachers and their cooperating teachers, interns and their resource teachers. The purpose of the survey was to gather perception data on how new teachers and their supervising teachers ranked the new teachers' preparedness to teach in Kentucky schools. Aligned to the Initial-Level Indicators of the Kentucky Teacher Standards and questions concerning Title II requirements and implementation of the Common Core, the survey's questions were based on a four point scale, identified by Excellent (4), Good (3), Fair (2) and Poor (1).

The survey was conducted by an external survey company, Panorama Education, Inc. Participants were contacted through email and encouraged to respond to the survey. The survey was delivered through a secure web link resulting in an approximate 39% response rate. Responses varied by institution and respondent type.

The 2013-2014 New Teacher Survey State Results are on the secure EPSB website for the Board's information. The reports are broken down by Fall 2013 and Spring 2014. Spring 2014 responses for interns will be low due to no additional interns in the spring, but higher for student teachers since most student teaching experiences occur during that semester. A compilation of the comments are available for Board review on the secure EPSB website. This information along with a variety of disaggregated reports will be provided on the Kentucky Educator Preparation Program (KEPP) Report Card site after the August Board meeting. To receive a complete institutional data set, requests should be sent to Marcie Lowe: marcie.lowe@ky.gov.

Contact Person:

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Date:

August 11, 2014

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**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Information/Discussion Item C

Information Item:

Notice of Intent 16 KAR 5:060 Literacy Preparation for Teachers of Middle and High School Students

Applicable Statutes and Regulation:

16 KAR 5:010

KRS 161.028, 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.

Issue:

Should the Education Professional Standards Board (EPSB) adopt a regulation requiring all approved educator preparation programs for teachers of students in one or more grade(s) 6 through 12 to provide instruction in and assess candidates' mastery of the International Reading Association's Standards for the Preparation of Literacy Professionals (2010) as applied to Middle and High School Content Classroom Teachers?

Background:

At its August 2012 meeting, the EPSB chartered the Literacy Preparation Advisory Committee (LPAC) and charged LPAC with reviewing the literacy instruction preparation currently provided in Kentucky's educator preparation programs for middle school, high school, and P-12 initial certification areas; examining relevant research and information related to best practices in literacy preparation; and making recommendations to the board regarding literacy instruction preparation. LPAC's membership included literacy faculty (4) and arts and sciences faculty (2) from public and private institutions of higher education; an Education Professional Standards Board teacher member (1); EPSB staff (1); Kentucky Department of Education staff (3); Council on Postsecondary Education staff (1); P-12 administrators (2); P-12 teachers (2 in addition to EPSB member, total 3); a representative from the Prichard Committee; and a literacy consultant who co-chairs the International Reading Association's Common Core Standards Committee and served on IRA's Board of Directors when the Standards for Reading Professionals: 2010 were adopted.

LPAC's charges reflect state legislative directives and national policy recommendations. Senate Bill 1 (2009), which resulted in an array of education initiatives now known as Unbridled Learning, assigned several responsibilities to EPSB. Among those responsibilities were (a) ensuring that pre-service teachers and interns have the capacity to address the revised content standards and (b) collaborating with the Kentucky Department of Education to identify and address needs for improved pre-service writing instruction. Given the literacy demands of the Kentucky Core Academic Standards, preparing teachers across grade levels to address literacy in content instruction is imperative. Similarly, Senate Bill 163 (2010) charged the EPSB with examining educator preparation programs to ensure that all teachers are able to improve

students’ content-area reading skills. In addition, the National Governor’s Association Center for Best Practices has identified policy strategies for states to improve adolescent literacy, all of which LPAC’s recommendations support:*

1. Build support for a state focus on adolescent literacy;
2. Raise literacy expectations across the curriculum;
3. Encourage and support school and district literacy plans;
4. Build educators’ capacity to provide adolescent literacy instruction; and
5. Measure progress in adolescent literacy at the school, district, and state levels.

The importance of LPAC’s charge is reinforced by Kentucky’s ACT performance trends from 2007-2008 through 2012-2013. Table 1 shows the average ACT scores of Kentucky’s 11th graders for English, Math, Reading, and Science, as well as the average Composite score. The ACT reading test includes four passages, one each from social studies, natural sciences, prose fiction, and humanities. Seventy-five percent of the ACT reading test is non-fiction text.

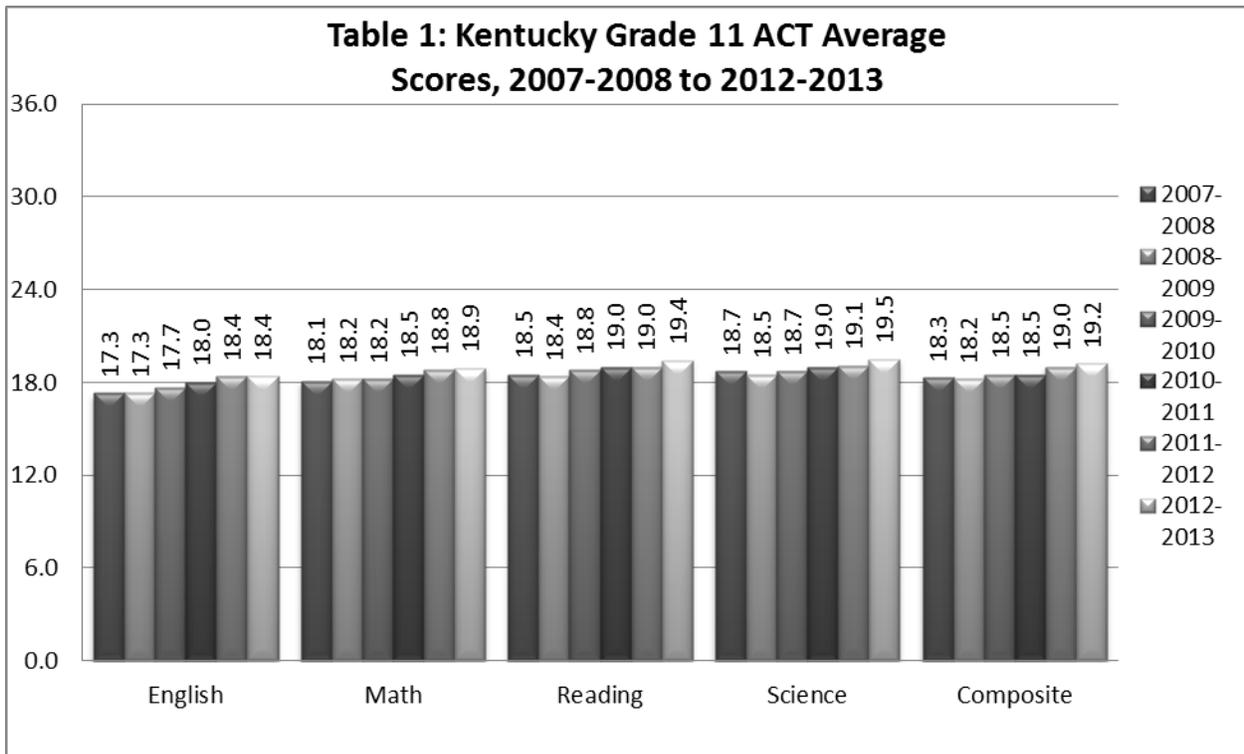
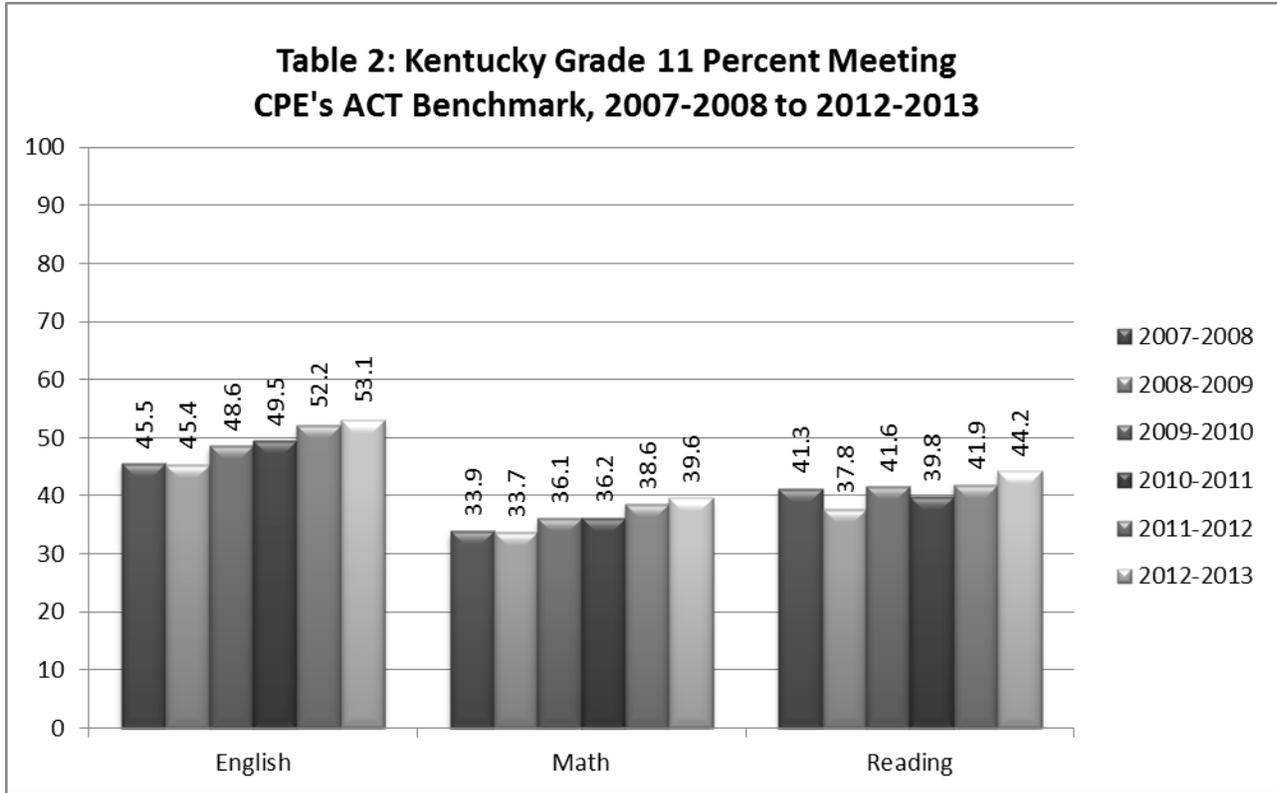


Table 2 shows the percent of 11th grade test-takers whose ACT English, Math, and Reading scores met or exceeded the CPE benchmark. Although there are consistent upward trends, the rate of change does not reflect Kentucky’s aspirations for its students: the increase in the percent of test-takers meeting the benchmark in Reading has grown at a slower pace than either English or Math.



LPAC presented recommendations to the EPSB at its January 27, 2014, meeting. These recommendations included requiring literacy preparation in all approved preparation programs that result in certification to teach any grade or grades 6 through 12, as well as requiring applicants for Kentucky teaching certificates on the basis of out-of-state credentials to demonstrate comparable preparation. LPAC further recommended that the instruction and assessment be provided in one or more literacy or content courses taught by faculty qualified to deliver literacy instruction. At its April 28, 2014, meeting the EPSB adopted the *International Reading Association's Standards for Reading Professionals—Revised 2010* guidance for the professional educator role Middle and High School Content Classroom Teacher. The guidance includes a role description of middle and high school content teachers as well as elements and examples of evidence that may be used to demonstrate competence in each element of the six standards as appropriate for content classroom teachers' role: foundational knowledge; curriculum and instruction; assessment and evaluation; diversity; literate environment; and professional learning and leadership.

The next step in implementing LPAC's recommendations is adoption of a regulation requiring all approved preparation programs in all subject areas for teachers of students in one or more grade(s) 6 through 12 to provide instruction in and assess candidates' mastery of the *International Reading Association's Standards for the Preparation of Literacy Professionals (2010)* as applied to Middle and High School Content Classroom Teachers. LPAC's recommendation to adopt a similar requirement for applicants for Kentucky teaching certificates on the basis of out-of-state certification will be presented to the board as a proposed amendment to 16 KAR 4:030 in a timely manner to ensure synchronized implementation.

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Groups/Persons Consulted

Literacy Preparation Advisory Committee

Contact Person:

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Date:

August 11, 2014

* National Governors' Association Center for Best Practices. (2009) Supporting Adolescent Literacy Achievement. Retrieved from <http://www.nga.org/files/live/sites/NGA/files/pdf/0902ADOLESCENTLITERACY.PDF>

1 **EDUCATION PROFESSIONAL STANDARDS BOARD**

2 16 KAR 5:060: Literacy Program Requirements for Middle School, High School, and P-12
3 Certification Programs.

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

5 STATUTORY AUTHORITY: KRS 161.028, 161.030

6 NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028(1) authorizes the Education
7 Professional Standards Board to establish standards and requirements for obtaining and
8 maintaining a teaching certificate and for programs of preparation for teachers and other
9 professional school personnel. KRS 161.030(1) requires all certificates issued under KRS
10 161.010 to 161.126 to be issued in accordance with the administrative regulations of the board.
11 This administrative regulation establishes the literacy preparation requirements for middle
12 school, high school, and P-12 certification educator preparation programs.

13 Section 1. (1) All middle school, high school, and P-12 certification educator preparation
14 programs shall require candidates admitted to the program on or after August 1, 2016 to
15 demonstrate the six (6) International Reading Association Standards 2010: Middle and High
16 School Content Classroom Teacher as published in the “Standards for Reading Professionals –
17 revised 2010.”

18 (2) A middle school, high school, or P-12 certification educator preparation program shall
19 require a candidate admitted to the program on or after August 1, 2016 to complete one of the
20 following;

21 (a) A three (3) hour content literacy course aligned to the six (6) International Reading
22 Association Standards 2010: Middle and High School Content Classroom Teacher and taught by
23 faculty qualified to deliver literacy instruction; or

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1 (b) One or more courses aligned to the six (6) International Reading Association
2 Standards 2010: Middle and High School Content Classroom Teacher and taught by faculty
3 qualified to deliver literacy instruction.

4 (3) In addition to any program approval requirements in 16 KAR 5:010, an educator
5 preparation unit seeking program approval for a middle school, high school, or P-12 certification
6 program shall submit the following information:

7 (a) The course or courses the program has developed to ensure that each candidate
8 demonstrates the six (6) International Reading Association Standards 2010: Middle and High
9 School Content Classroom Teacher;

10 (b) The syllabus for each course aligned to the six (6) International Reading Association
11 Standards 2010: Middle and High School Content Classroom Teacher;

12 (c) The assessments, including any scoring instruments, developed for each course
13 aligned to the six (6) International Reading Association Standards 2010: Middle and High
14 School Content Classroom Teacher to demonstrate the candidate's competency to provide
15 classroom instruction aligned to each standard.

16 (d) The faculty assigned to teach each course aligned to demonstrate the six (6)
17 "International Reading Association Standards 2010: Middle and High School Content Classroom
18 Teacher;" and

19 (e) Evidence of qualifications of each faculty member assigned to teach a course aligned
20 to the six (6) International Reading Association Standards 2010: Middle and High School
21 Content Classroom Teacher;"

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1 Section 2. (1) All currently approved middle school, high school, and P-12 certification
2 educator preparation programs shall submit the following information to the Education
3 Professional Standards Board by June 1, 2016:

4 (a) The course or courses the program has developed to ensure that each candidate
5 demonstrates the six (6) International Reading Association Standards 2010: Middle and High
6 School Content Classroom Teacher;

7 (b) The syllabus for each course aligned to the six (6) International Reading Association
8 Standards 2010: Middle and High School Content Classroom Teacher;

9 (c) The assessments, including any scoring instruments, developed for each course
10 aligned to the six (6) International Reading Association Standards 2010: Middle and High
11 School Content Classroom Teacher to demonstrate the candidate's competency to provide
12 classroom instruction aligned to each standard.

13 (d) The faculty assigned to teach each course aligned to demonstrate the six (6)
14 International Reading Association Standards 2010: Middle and High School Content Classroom
15 Teacher; and

16 (e) Evidence of qualifications of each faculty member assigned to teach a course aligned
17 to the six (6) International Reading Association Standards 2010: Middle and High School
18 Content Classroom Teacher.

19 (2) A currently approved middle school, high school, and P-12 certification educator
20 preparation programs which does not submit the information to the Education Professional
21 Standards Board by June 1, 2016 required in subsection (1) of this section shall no longer admit
22 candidates.

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1 Section 3. Incorporation by Reference (1) “ The Standards for Reading Professionals –
2 Revised 2010”, 2010, is incorporated by reference.

3 (2) This material may be inspected, copied, or obtained, subject to applicable copyright
4 law, at the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort,
5 Kentucky 40601, Monday through Friday, 8:00 a.m. to 4:30 p.m.

DRAFT

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item A

Action Item:

Amend 16 KAR 2:120. Emergency Certification and Out-of-Field Teaching

Applicable Statutes and Regulation:

KRS 161.028; KRS 161.030; KRS 161.120
16 KAR 2:120

Applicable Goals:

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

Goal 3: Every credentialed educator exemplifies behaviors that maintain the dignity and integrity of the profession by adhering to established law and EPSB Code of Ethics.

Background:

16 KAR 2:120 is the regulation that governs Emergency Certification, Emergency Sub Certification and Emergency Vocational Certification. The TC-4, TC-4F, and TC-4VE are incorporated by reference. The proposed amendment to 16 KAR 2:120 includes the adoption of the new certification forms, CA-4 (Certification Application – 4), CA-4F (Certification Application – 4 Full), and CA-4VE (Certification Application – 4 Vocational Emergency). All new proposed certification forms will have the CA designation to ensure a smooth transition from the prior forms to the newly designed forms. The proposed CA-4, CA-4F, and CA-4VE forms also contain the newly adopted character and fitness questionnaire.

The amendment provides for the current application process to remain in effect until December 31, 2014. Beginning January 1, 2015, any applicant will need to use the CA-4, CA-4F, or CA-4VE and complete a state and federal criminal background check.

Alternative Actions:

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

Contact Person:

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Division of Certification
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E-mail: John.Fields@ky.gov

Date:

August 11, 2014

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) (a) Until December 31, 2014, a superintendent of a local school district
17 shall apply to the Education Professional Standards Board for an emergency teaching certificate
18 on behalf of an applicant by completing the Form TC-4F; or

19 (b) Beginning January 1, 2015, a superintendent of a local school district shall apply to
20 the Education Professional Standards Board for an emergency teaching certificate on behalf of
21 an applicant by completing the Form CA-4F.

22 (2) In accordance with KRS 161.100, prior to applying for an emergency teaching
23 certificate, the superintendent and board of education of a local school district shall document the

1 following: ~~{In order to comply with KRS 161.100 in establishing the need for employing~~
2 ~~emergency teaching personnel, the superintendent of the local school district and the board of~~
3 ~~education shall make the following declaration to the Education Professional Standards Board on~~
4 ~~Form TC 4F:}~~

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

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

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

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

15 (e) The local school district has conducted a criminal records check as required by KRS
16 160.380 for each applicant prior to applying for the emergency certificate.

17 (3) ~~{(2)}~~(a) The Education Professional Standards Board, depending upon the assessment
18 of need for the position and the availability or anticipated availability of qualified teachers, shall
19 approve or disapprove a request for the employment of emergency teachers.

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

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

1 3. In accordance with the licensure requirements of KRS 334A.030, 334A.033,
2 334A.035, 334A.050, and 334A.060, the Education Professional Standards Board shall not issue
3 an emergency certificate for teaching exceptional children with communication disorders.

4 (b) An emergency certificate shall not be issued to the same person in any subsequent
5 year unless the original emergency certificate was issued under the following conditions:

6 1. The emergency certificate was issued after February 15 of a school year; or

7 2. The emergency certificate was issued for less than fifty (50) percent of the person's
8 class schedule.

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

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

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

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

1 b. If the applicant is unable to attend either the fall conference or the spring conference,
2 the applicant shall complete an additional six (6) clock hours of training offered through one (1)
3 of the state's eleven (11) special education cooperatives. The training shall be similar to the
4 topics covered at the conferences; and

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

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

14 (4) The superintendent of the local school district and the board of education may
15 establish the need for emergency substitute teachers on the basis of anticipated shortages of
16 regularly certified teachers and in accordance with district policies and procedures established
17 for the selection and employment of substitute teachers.

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

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

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

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

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

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

9 (b) An emergency certificate for substitute teaching shall be issued to individuals who:

10 1. Have completed a minimum of sixty-four (64) semester hours of credit from a
11 regionally accredited institution; and

12 2.a. Have a cumulative minimum grade point average of 2.5 on a 4.0 scale; or

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

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

19 (7)(a) 1. Until December 31, 2014, a Form TC-4F signed by the local school
20 superintendent and approved by the local board of education shall be submitted for each
21 anticipated emergency position for full-time or part-time employment. The application shall be
22 accompanied by official transcripts of all college credits earned by the prospective emergency
23 teacher; or

1 2. Beginning January 1, 2015, a Form CA-4F signed by the local school superintendent
2 and approved by the local board of education shall be submitted for each anticipated emergency
3 position for full-time or part-time employment. The application shall be accompanied by official
4 transcripts of all college credits earned by the prospective emergency teacher.

5 (b) 1. Until December 31, 2014, a TC-4VE {TC-4Ve} signed by the local school
6 superintendent and approved by the local board of education shall be submitted for each
7 anticipated career and technical or occupation-based emergency position for full-time or part-
8 time employment. The application shall be accompanied by official transcripts and certification
9 of all educational attainment and work experience earned by the prospective emergency teacher;
10 or

11 2. Beginning January 1, 2015, a CA-4VE signed by the local school superintendent and
12 approved by the local board of education shall be submitted for each anticipated career and
13 technical or occupation-based emergency position for full-time or part-time employment. The
14 application shall be accompanied by official transcripts and certification of all educational
15 attainment and work experience earned by the prospective emergency teacher.

16 (c) A local school district shall review the qualifications and transcripts for each applicant
17 for an emergency certificate for substitute teaching pursuant to the requirements of this
18 administrative regulation and other pertinent Kentucky statutes and administrative regulations
19 regarding school personnel.

20 1.a.(i) Until December 31, 2014, a local school district shall initiate the online application
21 process for candidates for an emergency certificate for substitute teaching using the EPSB On-
22 line TC-4 Application System in accordance with the On-line TC-4 Implementation Guide for
23 Kentucky School Districts.

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1 (ii) ~~[b.]~~ A candidate for an emergency certificate for substitute teaching shall complete
2 the Form TC-4 by using the EPSB On-line TC-4 Application System in accordance with the On-
3 line TC-4 Implementation Guide for Kentucky School Districts.

4 b.(i) Beginning January 1, 2015, a local school district shall initiate the online application
5 process for candidates for an emergency certificate for substitute teaching using the EPSB On-
6 line Emergency Substitute Application System in accordance with the On-line Emergency
7 Substitute Application System Implementation Guide for Kentucky School Districts.

8 (ii) A candidate for an emergency certificate for substitute teaching shall complete the
9 Form CA-4 by using the EPSB On-line Emergency Substitute Application System in accordance
10 with the On-line Emergency Substitute Implementation Guide for Kentucky School Districts.

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

14 3. A local school district shall submit any TC-4VE or Form CA-4VE application on
15 which the candidate has provided an affirmative answer to any question in the application's
16 Section IV, Character and Fitness, to the Education Professional Standards Board for approval
17 prior to employing the candidate in a substitute teaching position.

18 Section 3. Rank and Salary Provisions. (1) The Education Professional Standards Board
19 shall issue the emergency certificate for full-time or part-time employment established in Section
20 2 of this administrative regulation with a rank designation based upon the criteria established in
21 this subsection.

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

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

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

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

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

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

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

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

1 (2) Local school districts issuing the emergency certificate for substitute teaching
2 established in Section 2 of this administrative regulation shall adhere to the rank classifications
3 established in KRS 161.1211.

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

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

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

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

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

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

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

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

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

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

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1 Section 5. Beginning January 1, 2015, an applicant for any certificate described in this
2 administrative regulation who is not currently certified as an educator in Kentucky shall submit a
3 national and state criminal background check performed in accordance with KRS 160.380(5)(c)
4 within twelve (12) months prior to the date of application. [Incorporation by Reference. (1) The
5 following material is incorporated by reference:

6 (a) "Form TC-4F", revised 10/2009;

7 (b) "Form TC-4VE", 10/2009;

8 (c) "On-line TC-4 Implementation Guide for Kentucky School Districts", May 2012; and

9 (d) "Form TC-4", 10/2009.

10 ~~(2) This material may be inspected, copied, or obtained, subject to applicable copyright~~
11 ~~law, at the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort,~~
12 ~~Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.]~~Section 6. Incorporation by

13 Reference. (1) The following material is incorporated by reference:

14 (a) "Form CA-4", 08/2014;

15 (b) "Form CA-4F", 08/2014;

16 (c) "Form CA-4VE", 08/2014;

17 (d) "Form TC-4", 10/2009;

18 (e) "Form TC-4F", revised 10/2009;

19 (f) "Form TC-4VE", 10/2009;

20 (g) "On-line Emergency Substitute Application Implementation Guide for Kentucky
21 School Districts", August 2014; and

22 (h) "On-line TC-4 Implementation Guide for Kentucky School Districts", May 2012.

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2 law, at the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort,
3 Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

4

DRAFT

Date

Cassandra Webb, Chairperson
Education Professional Standards Board

DRAFT

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PUBLIC HEARING AND PUBLIC COMMENT PERIOD: A public hearing on this administrative regulation shall be held on Friday, September 26, 2014 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 close of business on October 1, 2014. 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 definition for out-of-field teaching and the qualifications and procedures for obtaining emergency certifications.

(b) The necessity of this administrative regulation: This administrative regulation is necessary to inform school districts of the appropriate certification for public school teaching positions in Kentucky and to make applicants aware of the qualifications and procedures for obtaining emergency certifications.

(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 delineates the qualifications for emergency teaching certificates and establishes the procedures by which school districts may apply for emergency teaching certificates.

(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 transitions applicants for Emergency Certification, Emergency Vocational Certification, and Emergency Substitute Certification from using forms TC-4F, TC-4VE, and TC-4, respectively, to using forms CA-4F, CA-4VE, and CA-4, respectively. The CA-4F, CA-4VE, and CA-4 are updated and modernized application forms containing new character and fitness questions, which ensure that the Education Professional Standards Board collects all the necessary information to make an informed decision regarding each applicant's qualifications and fitness to work with students. Additionally, the amendment requires that an applicant for

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emergency certification submit a national and state criminal background check performed in accordance with KRS 160.380(5)(c) within twelve (12) months prior to the date of application.

(b) The necessity of the amendment to this administrative regulation: This amendment is necessary to modernize the current application process and to ensure that Education Professional Standards Board collects all the necessary information to make an informed decision regarding each applicant's qualifications and fitness to work with students.

(c) How the amendment 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.

(d) How the amendment will assist in the effective administration of the statutes: This amendment will ensure that the Education Professional Standards Board collects all the necessary information to make an informed decision of each applicant's qualifications and fitness to work with students.

(3) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation: 173 Kentucky school districts, all applicants seeking emergency certification, and students.

(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 have to initiate the hiring of an applicant for emergency certification by using the appropriate application form. Applicants will have to submit to the Education Professional Standards Board the appropriate application form as well as the required national and state criminal background check when applying for emergency certification. Students will not have to take any action to comply with this amendment.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): There should be no additional costs to any party since the background checks are required at employment and applications for emergency certification are initiated by the hiring school district.

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(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): The school districts will have modernized forms that increase clarity and promote confidence in the Education Professional Standards Board decision regarding each applicant's qualifications and fitness to work with students. Applicants will have modernized forms that increase clarity. Students will benefit from increased scrutiny by the Education Professional Standards Board of each applicant's qualifications and fitness to work with students.

(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.

(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 will not apply since all applicants for emergency certification are required to meet the same requirements.

FISCAL NOTE ON STATE OR LOCAL GOVERNMENT

Regulation Number: 16 KAR 2:120
Contact Person: Alicia A. Sneed
Phone number: 502-564-4606

(1) 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? The Education Professional Standards Board and the 173 public school districts.

(2) 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).

(3) 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.

(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 additional revenues created by this amendment.

(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 additional revenues created by this amendment.

(c) How much will it cost to administer this program for the first year? There are no costs associated with the administration of this program.

(d) How much will it cost to administer this program for subsequent years? There are no costs associated with the administration of this program.

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 cost incurring program but, rather, establishes the definition of out-of-field teaching and the qualifications and procedures for obtaining emergency certifications.

SUMMARY OF MATERIAL INCORPORATED BY REFERENCE

Form CA-4, 08-14

This is a two (2) page document to be initiated by a school district for and completed by an applicant for an emergency certificate for substitute teaching.

Form CA-4F, 10-14

This is a two (2) page document to be completed by a school district superintendent on behalf of an applicant for an emergency teaching certificate.

Form CA-4VE, 08-14

This is a two (2) page document signed by the local school superintendent, approved by the local board of education, and submitted on behalf of an applicant for an occupation-based emergency certificate.

On-line Emergency Substitute Application Implementation Guide for Kentucky School Districts, 08-14

This is a seven (7) page manual describing the on-line certification process for both school districts and applicants. The manual describes the school district's steps to initiate the application process. A school district staff person must input an individual applicant's name and demographic information into the Education Professional Standards Board's (EPSB's) secure website (www.epsb.ky.gov) and verify that the individual applicant meets the academic requirements. The manual then delineates the actions necessary by the individual applicant to finish the application on the EPSB's secure website. The manual also explains how school districts may upload a large quantity of applications onto the EPSB's secure website by batch processing. Finally, the manual provides information for school districts on how to access reports from the On-line Emergency Substitute Application system as well as supplies school districts and applicants with a dedicated email address (EPSBTC4@ky.gov) to communicate questions and receive assistance.

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item B

Action Item:

Teacher Leader Master's Review Committee Charter

Applicable Statutes and Regulation:

KRS 161.028
16 KAR 5:010

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 Education Professional Standards Board approve the charter for the Teacher Leader Master's Review Committee?

Background:

In 2008, the EPSB required that all educator preparation program institutions that offered master's degrees submit new teacher leader master's degree program proposals. The submission requirements reflected the work of the original Master's Degree Program Committee that explored professional career pathways for experienced educators to ensure one of the key provisions of the No Child Left Behind Act – all students will have a highly-qualified educator. The committee recommended benchmarks that support a paradigm of change for rank change/master's degree programs and identify indicators of achievement and/or proxy measures for candidates, programs, and institutions.

All original master's degree programs were sunsetted as of December 2010. A list of currently approved teacher leader master's program is attached.

At the June 2014 meeting, board members provided suggestions for the charter and the committee structure. Board members indicated that membership should represent higher education faculty, teachers who completed a teacher leader program, and administrators of P-12 schools. P-12 membership should incorporate representation from elementary, middle, and high schools.

Alternative Actions:

1. Accept the charter of the Teacher Leader Master's Review Committee.
2. Do not accept the charter of the Teacher Leader Master's Review Committee.

Staff Recommendation:

Alternative Action 1

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Rationale:

The approval of the charter will provide support for review of all teacher leader master's degree programs offered by the educator preparation programs.

Contact Person:

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

Date:

August 11, 2014

Teacher Leaders Master's Review Committee Charter

Purpose

To review implementation of the redesigned teacher leader master's programs to ensure all programs continue to meet the requirements of 16 KAR 5:010.

Scope of Operation

The Committee must remain within statutory boundaries. The operational boundary for the Committee is the rank change/master's degree program and the charge and objectives set forth in this staff note. EPSB staff will provide support to the committee and provide the necessary resources where legally permissible to accomplish its objectives. Members will be reimbursed for travel, lodging, and meals for service to the committee when applicable. Districts will be reimbursed for substitute teacher pay for teacher absence(s) for service to the committee when applicable.

Objectives

1. Review regulatory requirements for the teacher leader master's program.
2. Work with experts in survey methods to develop and administer a survey instrument to gather feedback from teacher leader master's program completers.
3. Analyze the outcomes of the survey.
4. Examine enrollment trend data.
5. Work with EPSB staff to connect the outcomes of the teacher leader master's programs and the impact of those programs on student learning/closing the achievement gap.

Time Frame

The Committee should meet as often as necessary to complete its work and may break into subcommittees to divide tasks.

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Approved Teacher Leader Master's Programs

Institution	Degree Program (Certificates Associated with program)	Approved
Asbury University	Master of Arts in Education (Rank II, Rank I, and Teacher Leader Endorsement) a	August 2008
Bellarmine University	Master of Arts in Education in Teacher Leadership (Rank II and Teacher Leader Endorsement)	September 2009
Brescia University	Master of Science in Teacher Leadership (Rank II and Teacher Leader Endorsement)	January 2011
Campbellsville University	Master of Arts in Education and Master of Arts in Special Education (Rank II and Teacher Leader Endorsement)	September 2010
Eastern Kentucky University	Master of Arts in Education (Rank II and Teacher Leader Endorsement)	January 2011
Georgetown College	Master of Arts in Education (Rank II and Teacher Leader Endorsement)	March 2010
Lindsey Wilson College	Master of Education (Rank II and Teacher Leader Endorsement)	May 2011
Midway College	Master of Education (Rank II and Teacher Leader Endorsement)	April 2014
Morehead State University	Master of Arts in Education and Non-degree Planned 5 th year (Rank II and Teacher Leader Endorsement)	August 2009
Murray State University	Master of Arts in Education and Non-degree Planned 5 th year (Rank II and Teacher Leader Endorsement)	August 2009
Northern Kentucky University	Master of Arts in Education: Teacher as Leader (Rank II and Teacher Leader Endorsement)	May 2009
Spalding University	Master of Education (Rank II and Teacher Leader Endorsement)	August 2010
Thomas More College	Master of Education (Rank II and Teacher Leader Endorsement)	August 2012
Union College	Master of Arts in Education (Rank II and Teacher Leader Endorsement)	March 2011

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University of Kentucky	Master of Education – Teacher Leader: Educational Leadership (Rank II and Teacher Leader Endorsement)	May 2011
	Master of Science in Education – Teacher Leader: IECE (Rank II and Teacher Leader Endorsement)	May 2012
	Master of Science in Education – Teacher Leader: Special Education (Rank II and Teacher Leader Endorsement)	May 2012
University of Louisville	Master of Education (Rank II and Teacher Leader Endorsement)	January 2010
University of the Cumberlands	Master of Arts in Education – Teacher Leader (Rank II and Teacher Leader Endorsement)	May 2011
Western Kentucky University	Master of Arts in Education and Non-degree Planned 5 th year (Rank II and Teacher Leader Endorsement)	January 2010

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item C

Action Item:

Brescia University: Accreditation of the Educator Preparation Unit and Approval of Programs

Applicable Statute or Regulation:

KRS 161.028
16 KAR 5:010

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 grant continuing state accreditation to the Educator Preparation Unit and approve the initial and advanced level preparation programs at Brescia University?

Background:

A state Board of Examiners (BOE) team conducted the on-site evaluation of the Educator Preparation Unit at Brescia University on February 16-19, 2014. The BOE team found three standards (Standard 1, 2, and 4) were not met and three standards (Standards 3, 5, and 6) were met at both initial and advanced levels. At its July 30, 2014, meeting the Accreditation Audit Committee (AAC) met (see minutes) and reviewed the accreditation materials including the Institutional Report, the BOE Report, and the BOE Report Rejoinder. There were eight corrected areas for improvement, three continued areas for improvement, and nine new areas for improvement for a total of 12 areas for improvement.

In addition to the review of the standards, the AAC reviewed each area for improvement cited in the BOE Report.

Standards Not Met

Standard 1: Candidate Knowledge, Skills, and Professional Dispositions

1. Dispositions for all candidates are not clearly defined or communicated to all stakeholders. (Initial and Advanced)

*The programs did not demonstrate compliance with the EPSB Program Guidelines prior to the on-site visit. As a result it was determined that Standard 1 could not be met.

Standard 2: Assessment System and Unit Evaluation

1. It is unclear how data are used to improve unit and program operations. (Initial and Advanced)
2. Data analyses are not systematic, clearly linked to program and unit improvement, or aligned with the Kentucky Teacher Standards. (Initial and Advanced)

3. There is no direct structure for eliminating bias or demonstrating fairness and consistency in the unit assessment system. (Initial and Advanced)
4. The unit does not consistently display three years of data. (Initial and Advanced)

Standard 4: Diversity

1. The unit lacks a racially diverse student body. (Advanced)
2. The unit has not articulated candidate proficiencies related to diversity. (Initial and Advanced)
3. Assessment instruments do not generate data to provide feedback to the unit and the candidates for improving their knowledge, skills, and professional dispositions for helping diverse learners. (Initial and Advanced)
4. The unit does not ensure candidates have opportunities to work with diverse faculty. (Initial)
5. The unit has not demonstrated good faith efforts to increase or maintain a pool of candidates from diverse ethnic/racial groups. (Initial and Advanced)

Standards Met with Areas for Improvement

Standard 6: Unit Governance and Resources

1. The budget for the Curriculum Resources Center is insufficient. (Initial and Advanced)
2. An inadequate number of support personnel limit faculty effectiveness and unit efficiency. (Initial and Advanced)

Groups/Persons Consulted

Content Area Program Reviewers
Continuous Assessment Review Committee
Reading Committee
State Board of Examiners Team
Accreditation Audit Committee

Alternative Actions:

Issue One: Unit Accreditation

1. Accept the recommendation of the AAC and stipulate PROBATION for Brescia University.
2. Modify the AAC recommendation and grant ACCREDITATION WITH CONDITIONS for Brescia University.
3. Do not accept the AAC recommendation and grant ACCREDITATION for Brescia University.

Issue Two: Program Approval

1. Accept the recommendation of the AAC and grant APPROVAL WITH CONDITIONS for the initial and advanced level educator preparation programs for Brescia University.
2. Do not accept the recommendation of the AAC and grant APPROVAL for the initial and advanced level educator preparation programs at Brescia University.
3. Do not accept the recommendation of the AAC and stipulate DENIAL OF APPROVAL for the initial and advanced level educator preparation programs at Brescia University.

AAC Recommendation:

Issue One: Alternative 1

Issue Two: Alternative 1

Rationale:

The State BOE team and AAC followed national and state guidelines for accreditation of educator preparation programs.

Contact Person:

Dr. Kim Walters-Parker, Director

Division of Educator Preparation

(502) 564-5789

E-mail: Kim.Walters-Parker@ky.gov

Date:

August 11, 2014

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

Section 20. Official State Accreditation Action by the Education Professional Standards Board. (1) A recommendation from the Accreditation Audit Committee shall be presented to the full EPSB.

(2) The EPSB shall consider the findings and recommendations of the Accreditation Audit Committee and make a final determination regarding the state accreditation of the educator preparation unit.

(3) Decision options following a first accreditation visit shall be "accreditation", "provisional accreditation", "denial of accreditation", or "revocation of accreditation".

(a) Accreditation.

1. This accreditation decision indicates that the unit meets each of the six (6) NCATE standards for unit accreditation. Areas for improvement may be cited, indicating problems warranting the institution's attention. In its subsequent annual reports, the professional education unit shall be expected to describe progress made in addressing the areas for improvement cited in the EPSB's action report.

2. The next on-site visit shall be scheduled five (5) years following the semester of the visit.

(b) Provisional accreditation.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards. The unit has accredited status but shall satisfy provisions by meeting each previously-unmet standard. EPSB shall require submission of documentation that addresses the unmet standard or standards within six (6) months of the accreditation decision, or shall schedule a visit focused on the unmet standard or standards within two (2) years of the semester that the provisional accreditation decision was granted. If the EPSB decides to require submission of documentation, the institution may choose to waive that option in favor of the focused visit within two (2) years. Following the focused visit, the EPSB shall decide to:

a. Accredit; or

b. Revoke accreditation.

2. If the unit is accredited, the next on-site visit shall be scheduled for five (5) years following the semester of the first accreditation visit.

(c) Denial of accreditation. This accreditation decision indicates that the unit does not meet one (1) or more of the NCATE standards, and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates.

(d) Revocation of accreditation. This accreditation decision indicates that the unit has not sufficiently addressed the unmet standard or standards following a focused visit.

(4) Decision options following a continuing accreditation visit shall be "accreditation", "accreditation with conditions", "accreditation with probation", or "revocation of accreditation".

(a) Accreditation.

1. This accreditation decision indicates that the unit meets each of the six (6) NCATE standards for unit accreditation. Areas for improvement may be cited, indicating problems warranting the institution's attention. In its subsequent annual reports, the professional education unit shall be expected to describe progress made in addressing the areas for improvement cited in EPSB's action report.

2. The next on-site visit shall be scheduled for seven (7) years following the semester of the visit.

(b) Accreditation with conditions.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards. If the EPSB renders this decision, the unit shall maintain its accredited status, but shall satisfy conditions by meeting previously unmet standards. EPSB shall require submission of documentation that addresses the unmet standard or standards within six (6) months of the decision to accredit with conditions, or shall schedule a visit focused on the unmet standard or standards within two (2) years of the semester that the accreditation with conditions decision was granted. If the EPSB decides to require submission of documentation, the institution may choose to waive that option in favor of the focused visit within two (2) years. Following the focused visit, the EPSB shall decide to:

a. Continue accreditation; or

b. Revoke accreditation.

2. If the EPSB renders the decision to continue accreditation, the next on-site visit shall be scheduled for seven (7) years following the semester in which the continuing accreditation visit occurred.

(c) Accreditation with probation.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates. As a result of the continuing accreditation review, the EPSB has determined that areas for improvement with respect to standards may place an institution's accreditation in jeopardy if left uncorrected. The institution shall schedule an on-site visit within two (2) years of the semester in which the probationary decision was rendered. This visit shall mirror the process for first accreditation. The unit as part of this visit shall address all NCATE standards in effect at the time of the probationary review at the two (2) year point. Following the on-site review, the EPSB shall decide to:

a. Continue accreditation; or

b. Revoke accreditation.

2. If accreditation is continued, the next on-site visit shall be scheduled for five (5) years after the semester of the probationary visit.

(d) Revocation of accreditation. Following a comprehensive site visit that occurs as a result of an EPSB decision to accredit with probation or to accredit with conditions, this accreditation decision indicates that the unit does not meet one (1) or more of the NCATE standards, and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates. Accreditation shall be revoked if the unit:

1. No longer meets preconditions to accreditation, such as loss of state approval or regional accreditation;

2. Misrepresents its accreditation status to the public;

3. Falsely reports data or plagiarized information submitted for accreditation purposes; or

4. Fails to submit annual reports or other documents required for accreditation.

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(5) Notification of EPSB action to revoke continuing accreditation or deny first accreditation, including failure to remove conditions, shall include notice that:

(a) The institution shall inform students currently admitted to a certification or rank program of the following:

1. A student recommended for certification or advancement in rank within the twelve (12) months immediately following the denial or revocation of state accreditation and who applies to the EPSB within the fifteen (15) months immediately following the denial or revocation of state accreditation shall receive the certificate or advancement in rank; and

2. A student who does not meet the criteria established in subparagraph 1 of this paragraph shall transfer to a state accredited education preparation unit in order to receive the certificate or advancement in rank; and

(b) An institution for which the EPSB has denied or revoked accreditation shall seek state accreditation through completion of the first accreditation process. The on-site accreditation visit shall be scheduled by the EPSB no earlier than two (2) years following the EPSB action to revoke or deny state accreditation.

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item D

Action Item:

Georgetown College: Accreditation of the Educator Preparation Unit and Approval of Programs

Applicable Statute or Regulation:

KRS 161.028
16 KAR 5:010

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 grant continuing NCATE/state accreditation to the Educator Preparation Unit and approve the initial and advanced level preparation programs at Georgetown College?

Background:

A joint NCATE/state Board of Examiners (BOE) team conducted the on-site evaluation of the Educator Preparation Unit at Georgetown College on October 27 – 29, 2013. The joint BOE team found all standards were met and recommended five areas for improvement. The BOE also reviewed program review documents as part of the on-site visit and found them to be in compliance with program guidelines as established and approved by the EPSB. At its July 30, 2014, meeting the Accreditation Audit Committee (AAC) met (see minutes) and reviewed the accreditation materials including the Institutional Report, the Off-Site BOE Report, the IR Addendum, and the On-Site BOE Report.

The AAC reviewed each area for improvement cited in the BOE Report and NCATE Action Report.

Continued Area for Improvement

Standard 4: Diversity

(Initial) Initial candidates have limited opportunities to interact with peers from diverse backgrounds.

New Areas for Improvement

Standard 2: Assessment System and Unit Evaluation

(Initial and Advanced) Program and unit data are not aggregated by the Kentucky Teacher Standards.

NOTE: NCATE did not cite this AFI.

Standard 5: Faculty Qualifications, Performance, and Development

(Initial and Advanced) The unit does not systematically or consistently evaluate adjunct faculty.

(Initial and Advanced) The unit does not provide professional development opportunities for unit faculty based upon needs identified on faculty evaluations.

Standard 6: Unit Governance and Resources

(Initial and Advanced) The unit does not effectively engage P-12 partners and other college faculty in design, implementation, and evaluation of the unit and its programs.

Groups/Persons Consulted

Content Area Program Reviewers
Continuous Assessment Review Committee
Reading Committee
Joint NCATE/State Board of Examiners Team
Accreditation Audit Committee

Alternative Actions:

Issue One: Unit Accreditation

1. Accept the recommendation of the AAC and grant ACCREDITATION for Georgetown College.
2. Modify the AAC recommendation and grant CONDITIONAL ACCREDITATION for Georgetown College.
3. Do not accept the AAC recommendation and grant PROBATION for Georgetown College.

Issue Two: Program Approval

1. Accept the recommendation of the AAC and grant APPROVAL for the initial and advanced level educator preparation programs at Georgetown College.
2. Modify the AAC recommendation and grant APPROVAL WITH CONDITIONS for the initial and advanced level educator preparation programs at Georgetown College.
3. Do not accept the AAC recommendation and stipulate DENIAL OF APPROVAL for the initial and advanced level educator preparation programs at Georgetown College.

AAC Recommendation:

Issue One: Alternative 1

Issue Two: Alternative 1

Rationale:

The Joint NCATE/State BOE team and AAC followed national and state guidelines for accreditation of educator preparation programs.

Contact Person:

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Date:

August 11, 2014

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

Section 20. Official State Accreditation Action by the Education Professional Standards Board. (1) A recommendation from the Accreditation Audit Committee shall be presented to the full EPSB.

(2) The EPSB shall consider the findings and recommendations of the Accreditation Audit Committee and make a final determination regarding the state accreditation of the educator preparation unit.

(3) Decision options following a first accreditation visit shall be "accreditation", "provisional accreditation", "denial of accreditation", or "revocation of accreditation".

(a) Accreditation.

1. This accreditation decision indicates that the unit meets each of the six (6) NCATE standards for unit accreditation. Areas for improvement may be cited, indicating problems warranting the institution's attention. In its subsequent annual reports, the professional education unit shall be expected to describe progress made in addressing the areas for improvement cited in the EPSB's action report.

2. The next on-site visit shall be scheduled five (5) years following the semester of the visit.

(b) Provisional accreditation.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards. The unit has accredited status but shall satisfy provisions by meeting each previously-unmet standard. EPSB shall require submission of documentation that addresses the unmet standard or standards within six (6) months of the accreditation decision, or shall schedule a visit focused on the unmet standard or standards within two (2) years of the semester that the provisional accreditation decision was granted. If the EPSB decides to require submission of documentation, the institution may choose to waive that option in favor of the focused visit within two (2) years. Following the focused visit, the EPSB shall decide to:

a. Accredit; or

b. Revoke accreditation.

2. If the unit is accredited, the next on-site visit shall be scheduled for five (5) years following the semester of the first accreditation visit.

(c) Denial of accreditation. This accreditation decision indicates that the unit does not meet one (1) or more of the NCATE standards, and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates.

(d) Revocation of accreditation. This accreditation decision indicates that the unit has not sufficiently addressed the unmet standard or standards following a focused visit.

(4) Decision options following a continuing accreditation visit shall be "accreditation", "accreditation with conditions", "accreditation with probation", or "revocation of accreditation".

(a) Accreditation.

1. This accreditation decision indicates that the unit meets each of the six (6) NCATE standards for unit accreditation. Areas for improvement may be cited, indicating problems warranting the institution's attention. In its subsequent annual reports, the professional education unit shall be expected to describe progress made in addressing the areas for improvement cited in EPSB's action report.

2. The next on-site visit shall be scheduled for seven (7) years following the semester of the visit.

(b) Accreditation with conditions.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards. If the EPSB renders this decision, the unit shall maintain its accredited status, but shall satisfy conditions by meeting previously unmet standards. EPSB shall require submission of documentation that addresses the unmet standard or standards within six (6) months of the decision to accredit with conditions, or shall schedule a visit focused on the unmet standard or standards within two (2) years of the semester that the accreditation with conditions decision was granted. If the EPSB decides to require submission of documentation, the institution may choose to waive that option in favor of the focused visit within two (2) years. Following the focused visit, the EPSB shall decide to:

a. Continue accreditation; or

b. Revoke accreditation.

2. If the EPSB renders the decision to continue accreditation, the next on-site visit shall be scheduled for seven (7) years following the semester in which the continuing accreditation visit occurred.

(c) Accreditation with probation.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates. As a result of the continuing accreditation review, the EPSB has determined that areas for improvement with respect to standards may place an institution's accreditation in jeopardy if left uncorrected. The institution shall schedule an on-site visit within two (2) years of the semester in which the probationary decision was rendered. This visit shall mirror the process for first accreditation. The unit as part of this visit shall address all NCATE standards in effect at the time of the probationary review at the two (2) year point. Following the on-site review, the EPSB shall decide to:

a. Continue accreditation; or

b. Revoke accreditation.

2. If accreditation is continued, the next on-site visit shall be scheduled for five (5) years after the semester of the probationary visit.

(d) Revocation of accreditation. Following a comprehensive site visit that occurs as a result of an EPSB decision to accredit with probation or to accredit with conditions, this accreditation decision indicates that the unit does not meet one (1) or more of the NCATE standards, and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates. Accreditation shall be revoked if the unit:

1. No longer meets preconditions to accreditation, such as loss of state approval or regional accreditation;

2. Misrepresents its accreditation status to the public;

3. Falsely reports data or plagiarized information submitted for accreditation purposes; or

4. Fails to submit annual reports or other documents required for accreditation.

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(5) Notification of EPSB action to revoke continuing accreditation or deny first accreditation, including failure to remove conditions, shall include notice that:

(a) The institution shall inform students currently admitted to a certification or rank program of the following:

1. A student recommended for certification or advancement in rank within the twelve (12) months immediately following the denial or revocation of state accreditation and who applies to the EPSB within the fifteen (15) months immediately following the denial or revocation of state accreditation shall receive the certificate or advancement in rank; and

2. A student who does not meet the criteria established in subparagraph 1 of this paragraph shall transfer to a state accredited education preparation unit in order to receive the certificate or advancement in rank; and

(b) An institution for which the EPSB has denied or revoked accreditation shall seek state accreditation through completion of the first accreditation process. The on-site accreditation visit shall be scheduled by the EPSB no earlier than two (2) years following the EPSB action to revoke or deny state accreditation.

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item E

Action Item:

Kentucky State University: Accreditation of the Educator Preparation Unit and Approval of Programs

Applicable Statute or Regulation:

KRS 161.028
16 KAR 5:010

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 grant continuing NCATE/state accreditation to the Educator Preparation Unit and approve the initial and advanced level preparation programs at Kentucky State University?

Background:

A joint NCATE/state Board of Examiners (BOE) team conducted the on-site evaluation of the Educator Preparation Unit at Kentucky State University on November 17 – 19, 2013. The joint BOE team found all standards were met and recommended two areas for improvement. The BOE also reviewed program review documents as part of the on-site visit and found them to be in compliance with program guidelines as established and approved by the EPSB. At its July 30, 2014, meeting the Accreditation Audit Committee (AAC) met (see minutes) and reviewed the accreditation materials including the Institutional Report, the Off-Site BOE Report, the IR Addendum, and the On-Site BOE Report.

The AAC reviewed each area for improvement cited in the BOE Report and NCATE Action Report.

Continued Area for Improvement

Standard 2: Assessment System and Unit Evaluation

The unit does not have a systematic process for assuring that assessment data, including information in the database, are used for program improvement.

Note: NCATE did not cite this AFL.

New Area for Improvement

Standard 6: Unit Governance and Resources

The unit has not ensured that music education candidates have access to student services such as advising.

NOTE: NCATE did not cite this AFI.

Groups/Persons Consulted

Content Area Program Reviewers
Continuous Assessment Review Committee
Reading Committee
Joint NCATE/State Board of Examiners Team
Accreditation Audit Committee

Alternative Actions:

Issue One: Unit Accreditation

1. Accept the recommendation of the AAC and grant ACCREDITATION for Kentucky State University.
2. Modify the AAC recommendation and grant CONDITIONAL ACCREDITATION for Kentucky State University.
3. Do not accept the AAC recommendation and grant PROBATION for Kentucky State University.

Issue Two: Program Approval

1. Accept the recommendation of the AAC and grant APPROVAL for the initial level educator preparation programs at Kentucky State University.
2. Modify the AAC recommendation and grant APPROVAL WITH CONDITIONS for the initial level educator preparation programs at Kentucky State University.
3. Do not accept the AAC recommendation and stipulate DENIAL OF APPROVAL for the initial level educator preparation programs at Kentucky State University.

AAC Recommendation:

Issue One: Alternative 1

Issue Two: Alternative 1

Rationale:

The Joint NCATE/State BOE team and AAC followed national and state guidelines for accreditation of educator preparation programs.

Contact Person:

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Date:

August 11, 2014

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

Section 20. Official State Accreditation Action by the Education Professional Standards Board. (1) A recommendation from the Accreditation Audit Committee shall be presented to the full EPSB.

(2) The EPSB shall consider the findings and recommendations of the Accreditation Audit Committee and make a final determination regarding the state accreditation of the educator preparation unit.

(3) Decision options following a first accreditation visit shall be "accreditation", "provisional accreditation", "denial of accreditation", or "revocation of accreditation".

(a) Accreditation.

1. This accreditation decision indicates that the unit meets each of the six (6) NCATE standards for unit accreditation. Areas for improvement may be cited, indicating problems warranting the institution's attention. In its subsequent annual reports, the professional education unit shall be expected to describe progress made in addressing the areas for improvement cited in the EPSB's action report.

2. The next on-site visit shall be scheduled five (5) years following the semester of the visit.

(b) Provisional accreditation.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards. The unit has accredited status but shall satisfy provisions by meeting each previously-unmet standard. EPSB shall require submission of documentation that addresses the unmet standard or standards within six (6) months of the accreditation decision, or shall schedule a visit focused on the unmet standard or standards within two (2) years of the semester that the provisional accreditation decision was granted. If the EPSB decides to require submission of documentation, the institution may choose to waive that option in favor of the focused visit within two (2) years. Following the focused visit, the EPSB shall decide to:

a. Accredit; or

b. Revoke accreditation.

2. If the unit is accredited, the next on-site visit shall be scheduled for five (5) years following the semester of the first accreditation visit.

(c) Denial of accreditation. This accreditation decision indicates that the unit does not meet one (1) or more of the NCATE standards, and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates.

(d) Revocation of accreditation. This accreditation decision indicates that the unit has not sufficiently addressed the unmet standard or standards following a focused visit.

(4) Decision options following a continuing accreditation visit shall be "accreditation", "accreditation with conditions", "accreditation with probation", or "revocation of accreditation".

(a) Accreditation.

1. This accreditation decision indicates that the unit meets each of the six (6) NCATE standards for unit accreditation. Areas for improvement may be cited, indicating problems warranting the institution's attention. In its subsequent annual reports, the professional education unit shall be expected to describe progress made in addressing the areas for improvement cited in EPSB's action report.

2. The next on-site visit shall be scheduled for seven (7) years following the semester of the visit.

(b) Accreditation with conditions.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards. If the EPSB renders this decision, the unit shall maintain its accredited status, but shall satisfy conditions by meeting previously unmet standards. EPSB shall require submission of documentation that addresses the unmet standard or standards within six (6) months of the decision to accredit with conditions, or shall schedule a visit focused on the unmet standard or standards within two (2) years of the semester that the accreditation with conditions decision was granted. If the EPSB decides to require submission of documentation, the institution may choose to waive that option in favor of the focused visit within two (2) years. Following the focused visit, the EPSB shall decide to:

a. Continue accreditation; or

b. Revoke accreditation.

2. If the EPSB renders the decision to continue accreditation, the next on-site visit shall be scheduled for seven (7) years following the semester in which the continuing accreditation visit occurred.

(c) Accreditation with probation.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates. As a result of the continuing accreditation review, the EPSB has determined that areas for improvement with respect to standards may place an institution's accreditation in jeopardy if left uncorrected. The institution shall schedule an on-site visit within two (2) years of the semester in which the probationary decision was rendered. This visit shall mirror the process for first accreditation. The unit as part of this visit shall address all NCATE standards in effect at the time of the probationary review at the two (2) year point. Following the on-site review, the EPSB shall decide to:

a. Continue accreditation; or

b. Revoke accreditation.

2. If accreditation is continued, the next on-site visit shall be scheduled for five (5) years after the semester of the probationary visit.

(d) Revocation of accreditation. Following a comprehensive site visit that occurs as a result of an EPSB decision to accredit with probation or to accredit with conditions, this accreditation decision indicates that the unit does not meet one (1) or more of the NCATE standards, and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates. Accreditation shall be revoked if the unit:

1. No longer meets preconditions to accreditation, such as loss of state approval or regional accreditation;

2. Misrepresents its accreditation status to the public;

3. Falsely reports data or plagiarized information submitted for accreditation purposes; or

4. Fails to submit annual reports or other documents required for accreditation.

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(5) Notification of EPSB action to revoke continuing accreditation or deny first accreditation, including failure to remove conditions, shall include notice that:

(a) The institution shall inform students currently admitted to a certification or rank program of the following:

1. A student recommended for certification or advancement in rank within the twelve (12) months immediately following the denial or revocation of state accreditation and who applies to the EPSB within the fifteen (15) months immediately following the denial or revocation of state accreditation shall receive the certificate or advancement in rank; and

2. A student who does not meet the criteria established in subparagraph 1 of this paragraph shall transfer to a state accredited education preparation unit in order to receive the certificate or advancement in rank; and

(b) An institution for which the EPSB has denied or revoked accreditation shall seek state accreditation through completion of the first accreditation process. The on-site accreditation visit shall be scheduled by the EPSB no earlier than two (2) years following the EPSB action to revoke or deny state accreditation.

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item F

Action Item:

University of the Cumberland: Operation of Option 6 Programs

Applicable Statute or Regulation:

KRS 161.028
16 KAR 5:010

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 accept the recommendations from the Accreditation Audit Committee regarding the Option 6 programs at the University of the Cumberland?

Background:

At the March 2013 Board meeting the EPSB referred the Option 6 programs at the University of the Cumberland (UC) for further review to the Accreditation Audit Committee (AAC). During the December 2013 AAC meeting Dr. Bonnie Marshall was hired to serve as the lead investigator and was charged with putting together a BOE team to conduct interviews and review documentation. Dr. Marshall's final report was submitted to the AAC for review during its July 30, 2014, meeting. Dr. Marshall presented the report on behalf of the investigating team. This report is available in the Document Library on the website. The report identified the team's findings related to both past and current practices of the UC Option 6 programs. The report addresses each allegation and identifies whether the team found evidence that verified, did not verify, or partially verified each allegation. UC representatives reported to the AAC the changes that have been made in the programs to address the issues prior to Dr. Marshall's arrival as well as continuing improvements in the program review process.

Groups/Persons Consulted

State Board of Examiners Team
Accreditation Audit Committee

Alternative Actions:

Issue One: Accreditation

1. Accept the recommendation of the AAC and grant ACCREDITATION for University of the Cumberland.
2. Modify the AAC recommendation and grant ACCREDITATION WITH CONDITIONS for the University of the Cumberland.
3. Do not accept the AAC recommendation and stipulate ACCREDITATION WITH

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PROBATION for University of the Cumberlands.

Issue Two: Program Approval

1. Accept the recommendation of the AAC and grant APPROVAL for the Option 6 programs.
2. Modify the AAC recommendation and grant APPROVAL WITH CONDITIONS for the Option 6 programs.
3. Do not accept the AAC recommendation and stipulate DENIAL OF APPROVAL for the Option 6 programs.

AAC Recommendations:

Issue One: Alternative 1

Issue Two: Alternative 1

Note: The AAC recommends that the EPSB consider requesting a follow-up report from the University of the Cumberlands in six months in order to ensure programs corrections are maintained. UC offered and agreed to provide a report as a follow-up.

Rationale:

The Board of Examiners team, led by Dr. Bonnie Marshall, completed the investigation review as requested by the Accreditation Audit Committee and presented a report of the team's findings.

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Date:

August 11, 2014

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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 21. Revocation for Cause. (1) If an area of concern or an allegation of misconduct arises in between accreditation visits, staff shall bring a complaint to the EPSB for initial review.

(2) After review of the allegations in the complaint, the EPSB may refer the matter to the Accreditation Audit Committee for further investigation.

(3)(a) Notice of the EPSB's decision to refer the matter and the complaint shall be sent to the institution.

(b) Within thirty (30) days of receipt of the complaint, the institution shall respond to the allegations in writing and provide evidence pertaining to the allegations in the complaint to the EPSB.

(4)(a) The Accreditation Audit Committee shall review any evidence supporting the allegations and any information provided by the institution.

(b) Upon completion of the review, the Accreditation Audit Committee shall issue a report containing one (1) of the following four (4) recommendations to the EPSB:

1. Accreditation;
2. Accreditation with conditions;
3. Accreditation with probation; or
4. Revocation of accreditation.

(5) The institution shall receive a copy of the Accreditation Audit Committee's report and may file a response to the Accreditation Audit Committee's recommendation.

(6)(a) The recommendation from the Accreditation Audit Committee and the institution's response shall be presented to the EPSB.

(b) The EPSB shall consider the findings and recommendations of the Accreditation Audit Committee and make a final determination regarding the accreditation of the educator preparation unit.

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item G

Action Item:

Kentucky Teacher Internship Program (KTIP) Appeals

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 Kentucky Teacher Internship Program (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—one teacher, one principal, one teacher educator, and the Executive Director of the EPSB or his/her designee. The 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 Appeals Committee.

The 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.

The recommendations made by the Appeals Committee will be sent under separate cover. A complete file for each intern will be made available for review at the August Board meeting.

Alternative Actions:

1. Approve the Appeals Committee recommendations.
2. Do not approve the Appeals Committee recommendations.

Staff Recommendation:

Alternative Action 1

Rationale:

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

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Date:

August 11, 2014

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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 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.

(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.

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item, Waiver A

Action Item:

Request to waive language in 16 KAR 7:010 pertaining to the Kentucky Teacher Internship Program (KTIP)

Applicable Statutes and Regulation:

KRS 161.030
16 KAR 7:010

Applicable Goal:

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

Issue:

Should the Education Professional Standards Board waive language in 16 KAR 7:010 pertaining to the teacher performance tasks and the data collection language of KTIP?

Background:

During the July 2013 EPSB work session, members discussed and concluded that the performance tasks of KTIP should mirror those of the Teacher Professional Growth and Effectiveness System (TPGES) and established a timeline to pilot and move to statewide implementation of the KTIP/PGES merger.

EPSB has been involved with the TPGES work for several years and has had two staff members on the TPGES steering committee. Currently, the KTIP pilot work is included in the goals of the EPSB Strategic Plan and is also a component of the CCSSO NTEP (Network to Transform Educator Preparation) grant. The KTIP pilot work has been led by the Kentucky Advisory Council for Internship (KACI), which is comprised of stakeholders from public and non-public P-12 districts, higher education institutions, Kentucky Education Association (KEA) and the Kentucky Department of Education (KDE). Currently, EPSB staff, in partnership with KDE staff, are training teachers, principals and superintendents across the state from the 22 pilot districts to ensure readiness for the 2014-15 pilot. Training has also been conducted for higher education personnel.

16 KAR 7:010 with current tasks and scoring process is attached.

Alternative Actions:

1. Accept the waiver that allows pilot districts to use tasks and scoring rubrics based on the Danielson Framework required in the Teacher Professional Growth and Effectiveness System (TPGES) in lieu of the current performance tasks and intern performance record (IPR) of KTIP identified in 16 KAR 7:010.
2. Do not accept the waiver.

Staff Recommendation:

Alternative Action 1

Rationale:

Approval allows pilot districts to move forward with the goals established by the EPSB in 2013, and contribute their feedback on the process and the tools during the 2014-15 school year.

Contact Person:

Ms. Donna Brockman, Director
Division of Professional Learning and Assessment
(502) 564-4606
E-mail: Donna.Brockman@ky.gov

Date:

August 11, 2014

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16 KAR 7:010. Kentucky Teacher Internship Program

Section 2. Basis for Professional Judgment by the Beginning Teacher Committee. (1) A teacher intern and the beginning teacher committee shall follow the requirements established in this administrative regulation.

(a) 1. The teacher intern shall successfully complete a KTIP Teacher Performance Assessment.

2. The assessment shall be organized according to three cycles of the internship year and shall be a set of twelve (12) teaching tasks designed to provide interns the opportunity to demonstrate performance of the Kentucky Teacher Standards established by the Education Professional Standards Board in 16 KAR 1:010.

(b) The twelve (12) teaching tasks shall be grouped into three (3) components as follows:

1. Component I: Classroom Teaching, which shall include:

a. Task A-1: Teaching and Learning Context;

b. Task A-2: Lesson Plan;

c. Task B: Classroom Observation; and

d. Task C: Lesson Analysis and Reflection;

2. Component II: Professional Responsibilities, which shall include:

a. Task D: Collaborate to Address Special Learning Needs;

b. Task E: Assess and Manage Professional Growth; and

c. Task F: Leadership; and

3. Component III: Instructional Unit, which shall include:

a. Task G: Designing the Instructional Unit;

b. Task H: The Assessment Plan;

c. Task I: Designing Instructional Strategies and Activities;

d. Task J-1: Organizing and Analyzing the Results Reflecting on the Impact of Instruction; and

e. Task J-2: Communication and Follow-Up.

(2) In arriving at its professional judgment, the beginning teacher committee shall utilize the scoring rubrics contained within the KTIP Intern Performance Record, and take into consideration the progress of the teacher intern throughout the school year and, particularly, the level of performance that has been achieved near the end of the internship. The beginning teacher committee shall determine the progress and improvement of the teacher intern, pursuant to KRS 161.030, by:

(a) A systematic observation of classroom performance;

(b) An ongoing review of documented evidence developed by the teacher intern of progress toward demonstration of the applicable standards; and

(c) A review of the teacher intern's response to the suggestions and recommendations made by the beginning teacher committee during its meetings with the teacher intern throughout the internship.

(3) Throughout the internship, the teacher intern and the beginning teacher committee shall utilize the Kentucky Teacher Standards established by the Education Professional Standards Board in 16 KAR 1:010. Teacher Interns and their committees shall use the indicators for each standard as outlined in the KTIP Intern Performance Record.

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item, Waiver B

Action Item:

Request for Extension to Complete Master's Degree

Applicable Statutes and Regulations:

16 KAR 2:010, Section 3

Applicable Goal:

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

Issue:

Should the Educational Professional Standards Board (EPSB) grant a second one-year extension to complete the required master's degree?

Background:

Ms. Heather Nally was initially issued a certificate from 2002-2006 in Elementary K-5. In 2007, she requested and received a one-time, one-year extension from the Division of Certification for the 2007-08 school year. She was then issued a one-year reissuance for the 2013-2014 school year. Ms. Nally has used all of her extensions available under regulation and is now requesting a waiver for the 2014-2015 school year so she may complete her Master's coursework.

Her supporting materials and recommendations are under separate cover.

Alternative Actions:

1. Approve the waiver request.
2. Deny the waiver request.

Contact Person:

Mr. John Fields, Director
Division of Certification
(502) 564-4606
E-mail: John.Fields@ky.gov

Date:

August 11, 2014

Agenda Book

16 KAR 2:010. Kentucky teaching certificates.

RELATES TO: KRS 158.6451, 161.020, 161.028(1), 161.030

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

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028(1)(a) requires the Education Professional Standards Board to establish the standards for obtaining and maintaining a teaching certificate. KRS 161.028(1)(b) requires the board to set standards for programs for the preparation of teachers and other professional school personnel. KRS 161.028(1)(f) requires the board to issue and renew any certificate. This administrative regulation establishes the Kentucky certification to be issued for teaching positions.

Section 1. Definitions. (1) "Approved program of preparation" means a program which has been approved by the Education Professional Standards Board under 16 KAR 5:010 for a specific certification or which has been approved for certification by the state education agency of another state.

(2) "Assessments" means the tests of knowledge and skills authorized by KRS 161.030 and established in 16 KAR 6:010.

(3) "Base certificate" means a stand-alone license to teach which encompasses authorization to teach introductory and interdisciplinary courses in related fields.

(4) "Beginning teacher internship" means one (1) year of supervision, assistance, and assessment required by KRS 161.030 and established in 16 KAR 7:010.

(5) "Certificate endorsement" means an addition to a base or restricted base certificate, which is limited in scope and awarded on the basis of completion of an endorsement program or a combination of educational requirements, assessments and experience as outlined in Section 5 of this administrative regulation.

(6) "Certificate extension" means an additional base or restricted base certificate in a content area or grade range.

(7) "Kentucky teacher standards" means the standards established in 16 KAR 1:010 that identify what a Kentucky teacher shall know and be able to do.

(8) "Major" means an academic area of concentration consisting of at least thirty (30) hours of coursework.

(9) "Professional teaching certificate" means the document issued to:

(a) An individual upon successful completion of the beginning teacher internship; or

(b) An applicant for whom the testing and internship requirement is waived under KRS 161.030 based on preparation and experience completed outside Kentucky.

(10) "Provisional teaching certificate" means the document issued to an individual for the duration of the beginning teacher internship program.

(11) "Restricted base certificate" means a stand-alone license to teach in a specific subject area of certification which is the only subject area that can be taught under this limited certificate.

(12) "Statement of eligibility" means the document issued to an applicant upon completion of an approved program of preparation and successful completion of the assessments.

Section 2. Certificate Issuance. (1) A statement of eligibility for a provisional teaching certificate shall be issued to an applicant who has successfully completed:

(a)1. At least a bachelor's degree with:

a. A cumulative grade point average of 2.50 on a 4.0 scale; or

b. A grade point average of 3.00 on a 4.0 scale on the last sixty (60) hours of credit completed, including undergraduate and graduate coursework; or

2. As required by Section 4(2)(g)6 or (4)(e) of this administrative regulation, a master's degree with:

a. A cumulative grade point average of 2.50 on a 4.0 scale; or

b. A grade point average of 3.00 on a 4.0 scale on the last sixty (60) hours of credit completed, including undergraduate and graduate coursework;

(b) An approved program of preparation; and

(c) The assessments corresponding to the certificate identified in Section 4 of this administrative regulation for which application is being made.

(2) Upon confirmation of employment in an assignment for the grade level and specialization identified on a valid statement of eligibility, a Provisional Teaching Certificate shall be issued for the duration of the beginning teacher internship established under KRS 161.030.

(3) Upon successful completion of the internship, a Professional Teaching Certificate shall be issued, valid for a four (4) year period.

Section 3. Professional Teaching Certificate Renewal. (1) The renewal shall require completion of a fifth-year program of preparation which is consistent with:

(a) The Kentucky teacher standards established in 16 KAR 1:010; or

(b) The standards adopted by the Education Professional Standards Board for a particular professional education specialty and established in an applicable administrative regulation in KAR Title 16.

(2) The first five (5) year renewal shall require:

(a) Completion of a minimum of fifteen (15) semester hours of graduate credit applicable to the fifth-year program established in 16 KAR 8:020 by September 1 of the year of expiration of the certificate; or

(b) Completion of the professional development plan and a partial portfolio for the continuing education option established in 16 KAR 8:030.

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- (3) The second five (5) year renewal shall require:
- (a) Completion of the fifth-year program established in 16 KAR 8:020 by September 1 of the year of expiration of the certificate; or
 - (b) Completion of the professional development plan and a full portfolio for the continuing education option established in 16 KAR 8:030.

- (4) Each subsequent five (5) year renewal shall require completion of the renewal requirements established in 16 KAR 4:060.

Section 4. Grade Levels and Specializations. (1) Preparation for a teaching certificate shall be based on:

- (a) The Kentucky teacher standards established in 16 KAR 1:010;
 - (b) The accreditation and program approval standards established in 16 KAR 5:010, including the content standards of the relevant national specialty program associations; and
 - (c) The goals for the schools of the Commonwealth specified in KRS 158.6451 and the student academic expectations established in 703 KAR 4:060.
- (2) A base certificate shall be issued specifying one (1) or more of the following grade level and specialization authorizations:
- (a) Interdisciplinary early childhood education, birth to primary, established in 16 KAR 2:040;
 - (b) Elementary school: primary through grade five (5) to include preparation in the academic disciplines taught in the elementary school.
 - 1. The elementary certificate shall be valid for teaching grade six (6) if grade six (6) is taught in a self-contained classroom or in a school organization in which grade six (6) is housed with grade (5) in the same building.
 - 2. A candidate for the elementary certificate may simultaneously prepare for certification for teaching exceptional children.
- (c) 1. Middle school option 1: grades five (5) through nine (9) with the equivalent of one (1) major to be selected from:
- a. English and communications;
 - b. Mathematics;
 - c. Science; or
 - d. Social studies;
2. Middle school option 2: grades five (5) through nine (9) with two (2) middle school teaching fields to be selected from:
- a. English and communications;
 - b. Mathematics;
 - c. Science; or
 - d. Social studies;
3. A candidate who chooses to simultaneously prepare for teaching in the middle school and for an additional base or restricted base certificate issued under this subsection or subsection (3) of this section, including certification for teaching exceptional children, shall be required to complete one (1) middle school teaching field;
- (d) Secondary school: grades eight (8) through twelve (12) with one (1) or more of the following majors:
- 1. English;
 - 2. Mathematics;
 - 3. Social studies;
 - 4. Biology;
 - 5. Chemistry;
 - 6. Physics; or
 - 7. Earth science;
- (e) Grades five (5) through twelve (12) with one (1) or more of the following majors:
- 1. Agriculture;
 - 2. Business and marketing education;
 - 3. Family and consumer science;
 - 4. Industrial education; or
 - 5. Technology education;
- (f) All grade levels with one (1) or more of the following specialties:
- 1. Art;
 - 2. A foreign language;
 - 3. Health;
 - 4. Physical education;
 - 5. Integrated music;
 - 6. Vocal music;
 - 7. Instrumental music; or
 - 8. School media librarian; or
- (g) Grades primary through twelve (12) for teaching exceptional children and for collaborating with teachers to design and deliver programs for preprimary children, for one (1) or more of the following disabilities:
- 1. Learning and behavior disorders;
 - 2. Moderate and severe disabilities;
 - 3. Hearing impaired;
 - 4. Hearing impaired with sign proficiency;

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**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item, Waiver C

Action Item:

Request for Extension to Complete Master's Degree

Applicable Statutes and Regulations:

16 KAR 2:010, Section 3

Applicable Goal:

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

Issue:

Should the Educational Professional Standards Board (EPSB) grant a second one-year extension to complete the required master's degree?

Background:

Ms. Tracie Little was initially issued a certificate from 2001-2005 in Secondary Grades 9-12. In 2012, she requested and received a one-time, two-year extension from the Division of Certification for the 2012-2014 school years to complete her Master's Degree. Ms. Little has used all of her extensions available under regulation and is now requesting a waiver for the 2014-2015 school year so she may complete her Master's coursework.

Her supporting materials and recommendations are under separate cover.

Alternative Actions:

1. Approve the waiver request.
2. Deny the waiver request.

Contact Person:

Mr. John Fields, Director
Division of Certification
(502) 564-4606
E-mail: john.fields@ky.gov

Date:

August 11, 2014

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16 KAR 2:010. Kentucky teaching certificates.

RELATES TO: KRS 158.6451, 161.020, 161.028(1), 161.030

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

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028(1)(a) requires the Education Professional Standards Board to establish the standards for obtaining and maintaining a teaching certificate. KRS 161.028(1)(b) requires the board to set standards for programs for the preparation of teachers and other professional school personnel. KRS 161.028(1)(f) requires the board to issue and renew any certificate. This administrative regulation establishes the Kentucky certification to be issued for teaching positions.

Section 1. Definitions. (1) "Approved program of preparation" means a program which has been approved by the Education Professional Standards Board under 16 KAR 5:010 for a specific certification or which has been approved for certification by the state education agency of another state.

(2) "Assessments" means the tests of knowledge and skills authorized by KRS 161.030 and established in 16 KAR 6:010.

(3) "Base certificate" means a stand-alone license to teach which encompasses authorization to teach introductory and interdisciplinary courses in related fields.

(4) "Beginning teacher internship" means one (1) year of supervision, assistance, and assessment required by KRS 161.030 and established in 16 KAR 7:010.

(5) "Certificate endorsement" means an addition to a base or restricted base certificate, which is limited in scope and awarded on the basis of completion of an endorsement program or a combination of educational requirements, assessments and experience as outlined in Section 5 of this administrative regulation.

(6) "Certificate extension" means an additional base or restricted base certificate in a content area or grade range.

(7) "Kentucky teacher standards" means the standards established in 16 KAR 1:010 that identify what a Kentucky teacher shall know and be able to do.

(8) "Major" means an academic area of concentration consisting of at least thirty (30) hours of coursework.

(9) "Professional teaching certificate" means the document issued to:

(a) An individual upon successful completion of the beginning teacher internship; or

(b) An applicant for whom the testing and internship requirement is waived under KRS 161.030 based on preparation and experience completed outside Kentucky.

(10) "Provisional teaching certificate" means the document issued to an individual for the duration of the beginning teacher internship program.

(11) "Restricted base certificate" means a stand-alone license to teach in a specific subject area of certification which is the only subject area that can be taught under this limited certificate.

(12) "Statement of eligibility" means the document issued to an applicant upon completion of an approved program of preparation and successful completion of the assessments.

Section 2. Certificate Issuance. (1) A statement of eligibility for a provisional teaching certificate shall be issued to an applicant who has successfully completed:

(a)1. At least a bachelor's degree with:

a. A cumulative grade point average of 2.50 on a 4.0 scale; or

b. A grade point average of 3.00 on a 4.0 scale on the last sixty (60) hours of credit completed, including undergraduate and graduate coursework; or

2. As required by Section 4(2)(g)6 or (4)(e) of this administrative regulation, a master's degree with:

a. A cumulative grade point average of 2.50 on a 4.0 scale; or

b. A grade point average of 3.00 on a 4.0 scale on the last sixty (60) hours of credit completed, including undergraduate and graduate coursework;

(b) An approved program of preparation; and

(c) The assessments corresponding to the certificate identified in Section 4 of this administrative regulation for which application is being made.

(2) Upon confirmation of employment in an assignment for the grade level and specialization identified on a valid statement of eligibility, a Provisional Teaching Certificate shall be issued for the duration of the beginning teacher internship established under KRS 161.030.

(3) Upon successful completion of the internship, a Professional Teaching Certificate shall be issued, valid for a four (4) year period.

Section 3. Professional Teaching Certificate Renewal. (1) The renewal shall require completion of a fifth-year program of preparation which is consistent with:

(a) The Kentucky teacher standards established in 16 KAR 1:010; or

(b) The standards adopted by the Education Professional Standards Board for a particular professional education specialty and established in an applicable administrative regulation in KAR Title 16.

(2) The first five (5) year renewal shall require:

(a) Completion of a minimum of fifteen (15) semester hours of graduate credit applicable to the fifth-year program established in 16 KAR 8:020 by September 1 of the year of expiration of the certificate; or

(b) Completion of the professional development plan and a partial portfolio for the continuing education option established in 16 KAR 8:030.

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- (3) The second five (5) year renewal shall require:
- (a) Completion of the fifth-year program established in 16 KAR 8:020 by September 1 of the year of expiration of the certificate; or
 - (b) Completion of the professional development plan and a full portfolio for the continuing education option established in 16 KAR 8:030.

- (4) Each subsequent five (5) year renewal shall require completion of the renewal requirements established in 16 KAR 4:060.

Section 4. Grade Levels and Specializations. (1) Preparation for a teaching certificate shall be based on:

- (a) The Kentucky teacher standards established in 16 KAR 1:010;
 - (b) The accreditation and program approval standards established in 16 KAR 5:010, including the content standards of the relevant national specialty program associations; and
 - (c) The goals for the schools of the Commonwealth specified in KRS 158.6451 and the student academic expectations established in 703 KAR 4:060.
- (2) A base certificate shall be issued specifying one (1) or more of the following grade level and specialization authorizations:
- (a) Interdisciplinary early childhood education, birth to primary, established in 16 KAR 2:040;
 - (b) Elementary school: primary through grade five (5) to include preparation in the academic disciplines taught in the elementary school.
 - 1. The elementary certificate shall be valid for teaching grade six (6) if grade six (6) is taught in a self-contained classroom or in a school organization in which grade six (6) is housed with grade (5) in the same building.
 - 2. A candidate for the elementary certificate may simultaneously prepare for certification for teaching exceptional children.
- (c) 1. Middle school option 1: grades five (5) through nine (9) with the equivalent of one (1) major to be selected from:
- a. English and communications;
 - b. Mathematics;
 - c. Science; or
 - d. Social studies;
2. Middle school option 2: grades five (5) through nine (9) with two (2) middle school teaching fields to be selected from:
- a. English and communications;
 - b. Mathematics;
 - c. Science; or
 - d. Social studies;
3. A candidate who chooses to simultaneously prepare for teaching in the middle school and for an additional base or restricted base certificate issued under this subsection or subsection (3) of this section, including certification for teaching exceptional children, shall be required to complete one (1) middle school teaching field;
- (d) Secondary school: grades eight (8) through twelve (12) with one (1) or more of the following majors:
- 1. English;
 - 2. Mathematics;
 - 3. Social studies;
 - 4. Biology;
 - 5. Chemistry;
 - 6. Physics; or
 - 7. Earth science;
- (e) Grades five (5) through twelve (12) with one (1) or more of the following majors:
- 1. Agriculture;
 - 2. Business and marketing education;
 - 3. Family and consumer science;
 - 4. Industrial education; or
 - 5. Technology education;
- (f) All grade levels with one (1) or more of the following specialties:
- 1. Art;
 - 2. A foreign language;
 - 3. Health;
 - 4. Physical education;
 - 5. Integrated music;
 - 6. Vocal music;
 - 7. Instrumental music; or
 - 8. School media librarian; or
- (g) Grades primary through twelve (12) for teaching exceptional children and for collaborating with teachers to design and deliver programs for preprimary children, for one (1) or more of the following disabilities:
- 1. Learning and behavior disorders;
 - 2. Moderate and severe disabilities;
 - 3. Hearing impaired;
 - 4. Hearing impaired with sign proficiency;

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**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item, Waiver D

Action Item:

Request a waiver of grade level range requirements for Bell County middle grades certified teachers

Applicable Statute and/or Regulation:

KRS 161.020; KRS 161.028
16 KAR 2:010, Section (4)

Applicable Goal:

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

Issue:

Should the Education Professional Standards Board (EPSB) approve the grade level waiver(s) as requested by the Bell County Board of Education?

This waiver request is an update of the request approved at the April 28 meeting. It reflects three staffing changes that have occurred since that meeting. The background from the April waiver is included.

Background:

Bell County has four small K-8 schools in their district. While each of the school's configurations is K-8, they are structured as Primary (K-3) and Middle School (4 – 8). All middle schools in the district are on a seven period day. Three of these schools have only one class for each grade level.

During the 2013-2014 school year, individuals with 5-9 certificates were granted emergency certification to allow them to teach 4th grade students in their content areas. Per 16 KAR 2:120 Section 3 (b), an emergency certificate shall not be issued to the same person in any subsequent year.

The superintendent states that if middle school teachers with 5-9 certificates are limited to only those grade levels in the current 4-8 configuration, they are only able to utilize four periods of their instructional day. By allowing them to teach a 4th grade class in their field of certification the schools can utilize these individuals for five of the seven periods. The remainder of the teachers' schedules would consist of a planning period and an RTI period so they can assist students who are struggling with content. The content specific teachers will be able to bring demonstrated content competency to the 4th grade level. It also provides a unique situation where the school staff can assess the delivery of content across grades 4 – 8, allowing them to align curriculum across grade levels and track student progress for a period of five years.

The superintendent is requesting waivers only for the individuals identified under separate cover. If granted, the waiver would stay in place as long as the teachers remain in their current positions. Additional waiver requests may be necessary for staffing changes.

Alternative Actions:

1. Approve the waiver request for the identified teachers.
2. Do not approve the waiver request for the identified teachers.

Contact Person:

Mr. John Fields, Director
Division of Certification
(502) 564-4606
E-mail: John.Fields@ky.gov

Date:

August 11, 2014

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16 KAR 2:010. Kentucky teaching certificates.

RELATES TO: KRS 158.6451, 161.020, 161.028(1), 161.030

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

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028(1)(a) requires the Education Professional Standards Board to establish the standards for obtaining and maintaining a teaching certificate. KRS 161.028(1)(b) requires the board to set standards for programs for the preparation of teachers and other professional school personnel. KRS 161.028(1)(f) requires the board to issue and renew any certificate. This administrative regulation establishes the Kentucky certification to be issued for teaching positions.

Section 3. Professional Teaching Certificate Renewal. (1) The renewal shall require completion of a fifth-year program of preparation which is consistent with:

(a) The Kentucky teacher standards established in 16 KAR 1:010; or
(b) The standards adopted by the Education Professional Standards Board for a particular professional education specialty and established in an applicable administrative regulation in KAR Title 16.

(2) The first five (5) year renewal shall require:

(a) Completion of a minimum of fifteen (15) semester hours of graduate credit applicable to the fifth-year program established in 16 KAR 8:020 by September 1 of the year of expiration of the certificate; or

(b) Completion of the required components of the continuing education option for initial certificate renewal as established in 16 KAR 8:030.

(3) The second five (5) year renewal shall require:

(a) Completion of the fifth-year program established in 16 KAR 8:020 by September 1 of the year of expiration of the certificate; or

(b) Successful completion of the continuing education option as established in 16 KAR 8:030.

(4) Each subsequent five (5) year renewal shall require completion of the renewal requirements established in 16 KAR 4:060.

Section 4. Grade Levels and Specializations. (1) Preparation for a teaching certificate shall be based on:

(a) The Kentucky teacher standards established in 16 KAR 1:010;

(b) The accreditation and program approval standards established in 16 KAR 5:010, including the content standards of the relevant national specialty program associations; and

(c) The goals for the schools of the Commonwealth specified in KRS 158.6451 and the student academic expectations established in 703 KAR 4:060.

(2) A base certificate shall be issued specifying one (1) or more of the following grade level and specialization authorizations:

(a) Interdisciplinary early childhood education, birth to primary, established in 16 KAR 2:040;

(b) Elementary school: primary through grade 5 to include preparation in the academic disciplines taught in the elementary school.

1. The elementary certificate shall be valid for teaching grade 6 if grade 6 is taught in a self-contained classroom or in a school organization in which grade 6 is housed with grade 5 in the same building.

2. A candidate for the elementary certificate may simultaneously prepare for certification for teaching exceptional children.

(c)1. Middle school option 1: grades 5 through 9 with the equivalent of one (1) major to be selected from:

a. English and communications;

b. Mathematics;

c. Science; or

d. Social studies;

2. Middle school option 2: grades 5 through 9 with two (2) middle school teaching fields to be selected from:

a. English and communications;

b. Mathematics;

c. Science; or

d. Social studies;

3. The grades 5 through 9 mathematics certificate shall be valid for teaching Algebra I grades 10 and 11;

4. A candidate who chooses to simultaneously prepare for teaching in the middle school and for an additional base or restricted base certificate issued under this subsection or subsection (3) of this section, including certification for teaching exceptional children, shall be required to complete one (1) middle school teaching field;

(d) Secondary school: grades 8 through 12 with one (1) or more of the following majors:

1. English;

2. Mathematics;

3. Social studies;

4. Biology;

5. Chemistry;

6. Physics; or

7. Earth science;

(e) Grades 5 through 12 with one (1) or more of the following majors:

1. Agriculture;

2. Business and marketing education;

3. Family and consumer science;

4. Industrial education; or

5. Engineering and technology;

(f) All grade levels with one (1) or more of the following specialties:

1. Art;

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2. A foreign language;
3. Health;
4. Physical education;
5. Integrated music;
6. Vocal music;
7. Instrumental music; or
8. School media librarian; or
- (g) Grades primary through 12 for teaching exceptional children and for collaborating with teachers to design and deliver programs for preprimary children, for one (1) or more of the following disabilities:
 1. Learning and behavior disorders;
 2. Moderate and severe disabilities;
 3. Hearing impaired;
 4. Hearing impaired with sign proficiency;
 5. Visually impaired;
 6. Communication disorders, valid at all grade levels for the instruction of exceptional children and youth with communication disorders, which shall require a master's degree in communication or speech language pathology, in accordance with 16 KAR 2:050, Section 2; or
 7. Communication disorders - SLPA only, valid at all grade levels for the instruction of exceptional children and youth with communication disorders, which shall require a baccalaureate degree in communication or speech language pathology, in accordance with 16 KAR 2:050, Section 3.
- (3) A restricted base certificate shall be issued specifying one (1) or more of the following grade level and specialization authorizations:
 - (a) Psychology, grades 8-12;
 - (b) Sociology, grades 8 through 12;
 - (c) Journalism, grades 8 through 12;
 - (d) Speech/media communications, grades 8-12;
 - (e) Theater, primary through grade 12;
 - (f) Dance, primary through grade 12;
 - (g) Computer information systems, primary through grade 12; or
 - (h) English as a second language, primary through grade 12.
- (4) An endorsement to certificates identified in subsection (2) or (3) of this section shall be issued specifying one (1) or more of the following grade level and specialization authorizations:
 - (a) Computer science, grades 8-12;
 - (b) English as second language, primary through grade 12;
 - (c) Gifted education, primary through grade 12;
 - (d) Driver education, grades 8-12;
 - (e) Literacy specialist, primary through grade 12;
 - (f) Reading, primary through grade 12;
 - (g) Instructional computer technology, primary through grade 12;
 - (h) Teacher Leader, all grades;
 - (i) Other instructional services - school safety, primary through grade 12;
 - (j) Other instructional services - environmental education, primary through grade 12;
 - (k) Other instructional services - elementary mathematics specialist, primary through grade 5;
 - (l) Learning and behavior disorders, grades 8 through 12. This endorsement shall be issued:
 1. Following completion of the requirements of Section 5(2) of this administrative regulation; and
 2. Only to candidates with preparation and certification for a base or restricted base certificate for the secondary grades 8-12; or
 - (m) American Sign Language, primary through grade 12.

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item, Waiver E

Action Item:

Request for Waiver of the Board's decision to notate periods of suspension and/or revocations on certificates when reissued

Applicable Statute, Regulation, or Board Action:

Board action 2004-054

Applicable Goal:

Goal 3: Every credentialed educator exemplifies behaviors that maintain the dignity and integrity of the profession by adhering to established law and EPSB Code of Ethics.

Issue:

Should the Education Professional Standards Board waive the Board decision to notate periods of suspension and/or revocations on a teacher's certificate that was suspended from October 23, 2001, through July 31, 2003?

Background:

Mr. Carlos Quarles' Kentucky teaching certificate was suspended from October 23, 2001, through July 31, 2003, due to his being arrested with drug and alcohol charges. Mr. Quarles entered into another agreed order in January 2013 with the Board where he was admonished and required to complete probationary conditions. In August 2004, the Education Professional Standards Board approved notating periods of suspension or revocation on reissued certificates. Suspension and revocation dates are automatically notated on any certificate that is renewed or reissued pursuant to the August 2004 decision.

Along with Mr. Quarles' request for a waiver, staff has included the original complaint, the rebuttals, and Agreed Orders in Disciplinary Case Numbers 0111116 and 1205269.

Extraordinary Circumstances

Mr. Quarles believes that the suspension notations should be removed from his certificate and the EPSB website because his suspension came before the Board's 2004 decision to publicize suspensions and revocations.

Alternative Actions:

1. Approve the waiver request
2. Do not approve the waiver request

Contact Person:

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

Date: August 11, 2014

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item, Waiver F

Action Item:

Request for Waiver of the Board's decision to notate periods of suspension and/or revocations on certificates when reissued

Applicable Statute, Regulation, or Board Action:

Board action 2004-054

Applicable Goal:

Goal 3: Every credentialed educator exemplifies behaviors that maintain the dignity and integrity of the profession by adhering to established law and EPSB Code of Ethics.

Issue:

Should the Education Professional Standards Board waive the Board decision to notate periods of suspension and/or revocations on a teacher's certificate that was suspended from December 1, 2008, through December 1, 2010?

Background:

On March 1, 2010, Ms. Kelly Harrod's Kentucky teaching certificate was retroactively suspended for two (2) years beginning December 1, 2008. In August of 2004, the Education Professional Standards Board approved notating periods of suspension or revocation on reissued certificates. Suspension and revocation dates are automatically notated on any certificate that is renewed or reissued pursuant to the August 2004 decision.

Along with Ms. Harrod's request for a waiver, staff has included the original complaint from the school district, Ms. Harrod's rebuttal, and the Agreed Order in Disciplinary Case Number 08111116.

Extraordinary Circumstances

Due to the suspension dates appearing on her certificate and the website, Ms. Harrod feels she is being hindered in her ability to get hired.

Alternative Actions:

1. Approve the waiver request
2. Do not approve the waiver request

Contact Person:

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

Date: August 11, 2014

**EDUCATION PROFESSIONAL STANDARDS BOARD
STAFF NOTE**

Action Item, Waiver G

Action Item:

Request to waive language in 16 KAR 6:010 pertaining to Middle School Science certification assessment requirements

Applicable Statutes and Regulation:

16 KAR 6:010

Applicable Goal:

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

Issue:

Should the Education Professional Standards Board waive language in 16 KAR 6:010 requiring an individual pursuing Middle School Science to successfully complete the Praxis II *Middle School Science (0439)*?

Background:

Kentucky requires the following Praxis II test for Middle School Science:

- *Middle School Science (0439)*

To determine whether the Praxis II *General Science: Content Knowledge (0435/5435)* test, is equivalent to the required EPSB assessments, staff reviewed the Test at a Glance and Study Companion.

The Praxis II *General Science: Content Knowledge (0435/5435)* consists of 120 multiple choice questions and covers content and categories nearly identical to the *Middle School Science (0439)* test, but does not require the candidate to apply knowledge through constructed response items.

Alternative Actions:

1. Accept the Praxis II *General Science: Content Knowledge (0435/5435)* in lieu of the *Middle School Science (0439)*.
2. Do not accept the Praxis II *General Science: Content Knowledge (0435/5435)* in lieu of the *Middle School Science (0439)*.

Staff Recommendation:

Alternative Action 1

Rationale:

The Education Testing Services (ETS) Assessment Development concluded that someone who does well on Praxis II *General Science: Content Knowledge (0435/5435)* would likely do very well on Praxis II *Middle School Science (0439)*, and they confirmed that Praxis II *General Science: Content Knowledge (0435/5435)* covers the same topics but with greater depth and breadth, the lack of constructed response should not be a concern.

In the state of West Virginia, the Praxis II *General Science: Content Knowledge (0435/5435)* test certifies a candidate at the middle school and high school level. The candidate requesting the waiver received the Education Testing Services, ETS Recognition of Excellence certificate for scores obtained on the assessment. To receive this certificate one has had exceptional performance earned with a score that ranks within the top 15% of all test takers who took this assessment in previous years. This achievement indicates a high level of proficiency in the Science area.

Contact Person:

Ms. Donna Brockman, Director
Division of Professional Learning and Assessment
(502) 564-4606
E-mail: Donna.Brockman@ky.gov

Date:

August 11, 2014

Agenda Book

16 KAR 6:010. Examination prerequisites for teacher certification.

RELATES TO: KRS 161.020, 161.028(1), 161.030(3), (4)

STATUTORY AUTHORITY: KRS 161.028(1)(a), 161.030(3), (4)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028(1)(a) authorizes the Education Professional Standards Board to establish standards and requirements for obtaining and maintaining a teaching certificate. KRS 161.030(3) and (4) requires the Education Professional Standards Board to select the appropriate assessments required prior to teacher certification. This administrative regulation establishes the examination prerequisites for teacher certification.

Section 1. A teacher applicant for certification shall successfully complete the applicable tests identified in this administrative regulation prior to Kentucky teacher certification.

Section 2. The Education Professional Standards Board shall require the test or tests and passing scores identified in this section for each new teacher applicant and each teacher seeking an additional certificate. (1) An applicant for Interdisciplinary Early Childhood Education certification (birth to primary) shall take one (1) of the following tests and achieve the corresponding passing score or higher:

(a) "Interdisciplinary Early Childhood Education (0023)" - 166; or

(b) "Interdisciplinary Early Childhood Education (5023)" - 166.

(2) An applicant for Elementary certification (grades P-5) shall take "Elementary Education: Multi-Subjects Test (5031)" with the following passing scores on the corresponding test sections:

(a) "Reading and Language Arts (5032)" - 165;

(b) "Mathematics (5033)" - 164;

(c) "Social Studies (5034)" - 155; and

(d) "Science (5035)" - 159.

(3) An applicant for certification at the middle school level (grades 5 through 9) shall take the content test or tests based on the applicant's content area or areas with the corresponding passing scores as identified in this subsection:

(a) Middle School English and Communications:

1. Until August 31, 2014:

a. "Middle School English Language Arts (0049)" - 158; or

b. "Middle School English Language Arts (5049)" - 158; or

2. Beginning September 1, 2014, "Middle School English Language Arts (5047)" - 164;

(b) Middle School Mathematics:

1. Until August 31, 2014, "Middle School Mathematics (0069)" - 148; or

2. Beginning September 1, 2014, "Middle School Mathematics (5169)" - 165;

(c) Middle School Science: "Middle School Science (0439)" - 144; or

(d) Middle School Social Studies:

1. "Middle School Social Studies (0089)" - 149; or

2. "Middle School Social Studies (5089)": - 149.

