

## 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, 3<sup>rd</sup> Floor, Conference Room A, Frankfort, KY 40601**

**October 12, 2015**

**Monday, October 12, 2015**

**9:00 AM EDT Call to Order**

**Roll Call**

**Approval of October 12, 2015, EPSB Meeting Agenda**

**Open Speak**

#### **Approval of Consent Items**

- A. Approval of August 10, 2015, EPSB Minutes (**Pages 1-26**)
- B. Approval of September 12, 2015, EPSB Minutes (**Pages 27-30**)
- C. School Principal P-12 (Master of Arts in Education for Rank I), Georgetown College (Ms. Allison Bell) (**Pages 31-32**)
- D. English as a Second Language P-12 Endorsement (Graduate Level), Bellarmine University (Ms. Bell) (**Pages 33-34**)
- E. School Guidance Counselor Provisional Certification (Master of Arts in Education) and Standard Certification for Rank I, Campbellsville University (Ms. Bell) (**Pages 35-36**)
- F. 2015-2016 Emergency Non-Certified School Personnel Program (Mr. John Fields) (**Pages 37-40**)

#### **Report of the Executive Director**

- A. Report from the Kentucky Department of Education
- B. Report from the Council on Postsecondary Education
- C. Strategic Plan Update
- D. 2015 EPSB Annual Report

#### **Report of the Chair**

- A. Recognition of Former Board Members
- B. Executive Director Search Committee Update (Dr. Mary John O'Hair)

#### **Appointments**

- A. Reading Committee
- B. Accreditation Audit Committee

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- C. Kentucky Advisory Council on Internships
- D. Combating Inappropriate Student-Teacher Relationships Task Force

**Information/Discussion Items**

- A. Awarded Contracts (Mr. Adams) **(Pages 41-42)**
- B. 16 KAR 2:010. Criminal Background Checks (Mr. Adams) **(Pages 43-46)**
- C. 16 KAR 1:030. Procedures for Certificate Revocation, Suspension, Reinstatement and Reissuance, and Application Denial, Amendment, Notice of Intent (Mr. Michael Head) **(Pages 47-48)**

**Action Items**

- A. Letter of Intent to Seek Accreditation, Boyce College (Ms. Bell) **(Pages 49-52)**
- B. 2016 Legislative Agenda (Ms. Marcie Lowe) **(Pages 53-56)**
- C. EPSB 2016-2018 Biennial Budget Request (Mr. Adams) **(Pages 57-58)**

**Waivers**

- A. 16 KAR 4:060. Request For One-Year Extension to Complete Master's Degree Requirement, Ms. Jennifer Farmer (Mr. Fields) **(Pages 59-62)**
- B. 16 KAR 4:060. Request to Waive Teaching Experience for Renewal of Teaching Certificate, Ms. Kennethia Lee Garrett (Mr. Fields) **(Page 63)**

**Board Comments**

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

**Certification Review and Revocation: Pending Litigation Review**

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

**Appointment of Executive Director**

**Adjournment**

Next Regular Meeting: December 14, 2015  
EPSB Offices

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*The actions delineated below were taken in open session of the EPSB at the August 10, 2015, 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, 3<sup>rd</sup> Floor, Frankfort, KY 40601*

**Education Professional Standards Board (EPSB)  
Summary Minutes of the Meeting  
EPSB Offices, 100 Airport Road, 3<sup>rd</sup> Floor  
Frankfort, Kentucky**

### Consent Item A

#### **Call to Order**

Chair Cassandra Webb called the meeting to order at approximately 9:05 a.m. EDT.

#### **Swearing In of New Board Members**

Board secretary Ashley Abshire swore in the EPSB's new Board members, and the new Board members introduced themselves to the Board and audience.

#### Leslie Fields

Ms. Fields introduced herself as a high school library media specialist from Letcher County, who has 29.5 years of experience as an educator.

#### Donna Hedgepath

Dr. Hedgepath introduced herself as the vice president for academic affairs at Campbellsville University and reported that she was also the former dean for the School of Education at Campbellsville University.

#### Kimberly Young

Ms. Young said she was a principal at Westridge Elementary in Frankfort, Kentucky.

#### Jay Morgan

Dr. Morgan said that he was the vice president for academic affairs at the Council on Postsecondary Education (CPE) and said he serves as a designee ex-officio member for CPE.

#### Robin Hebert

Ms. Hebert said that she works in the office of next generation learners at the Kentucky Department of Education (KDE) and has been an educator for 30 years, serving 19 years in a classroom. Ms. Hebert serves as a designee ex-officio member for KDE.

Chair Cassandra Webb congratulated Ms. Ellen Blevins and Mr. Allen Kennedy for their reappointments to the Board.

#### **Roll Call**

The following Board members were present during the August 10, 2015, EPSB meeting: Brandy Beardsley, Ellen Blevins, Barbara Boyd, Tolya Ellis, Leslie Fields, Donna Hedgepath, Terry Holliday, Allen Kennedy, Marie McMillen, Jay Morgan, Mary John O'Hair, Laura Schneider, Sandy Sinclair-Curry, Anthony Strong, Cassandra Webb, David Whaley, and Kimberly Young.

### **Board's Mission Statement**

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

### **Open Speak**

Aaron Collins

Superintendent Aaron Collins of Fulton County Schools in Hickman, Kentucky, addressed the Board and stated that he appreciated the Board's service to the Commonwealth, its dedication to students, and its devotion to ensure that Kentucky has teachers that are qualified, responsible, and ethical. He further expressed appreciation for Acting Executive Director Jimmy Adams and his support of the EPSB mission. Mr. Collins said that he also appreciated the hard work that the Board was completing in terms of resolving and answering complaints and ultimately keeping kids safe. He stated that although 'flagging' was a hot topic for the Board, he knew that the Board would work out a solution that was fair to teachers and, more importantly, that would keep students safe. He shared that he trusted the EPSB and the investigation processes in delivering justice, and he believed that 'flagging' could act as a measurement of safety for the students.

### **Approval of Consent Items**

Chair 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.

### **2015-027**

*Motion made by Ms. Marie McMillen, seconded by Dr. David Whaley, to approve the following items on the consent agenda:*

Approval of June 8, 2015, EPSB Minutes

Visually Impairments (Graduate Level), University of Kentucky

Planned Program for Rank I (Ed.D. with Superintendent Certification), Bellarmine University

**Vote:** *Unanimous*

Education Administrative Program Consultant II Ms. Allison Bell recognized representatives from the University of Kentucky and Bellarmine University whose programs were approved by the Board.

### **Report of the Executive Director**

Report from the Kentucky Department of Education

The report from KDE was in the Board folders. There were no questions from the Board.

Report from the Council on Postsecondary Education

The report from CPE was in the Board folders. There were no questions from the Board.

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### KY Rising Update

Acting Executive Director Adams said that the gap analysis was complete. He said that the KY Rising work was ongoing, but it had slowed down due to the vacant KDE commissioner position.

### Staff Updates

Mr. Adams announced that Dr. Kim Walters-Parker had accepted a position with Woodford County Schools. He said she was published recently in a CAEP newsletter where she discussed her excitement in returning to teaching students, using policies that she was involved in setting.

Mr. Adams said that he would not seek to fill the vacant division director positions for Educator Preparation and Legal Services. He said the new executive director should be able to create and develop his/her staff.

Mr. Adams recognized three (3) interns: Lucy Wills, Haley Koontz, and Jonathan Sekela. He also introduced Shuo Han, a new staff attorney, and Erik Carlsen-Landy, a new contract attorney. Mr. Adams also congratulated Cassie Trueblood for her promotion to a Staff Attorney II position.

### Strategic Plan Update

Mr. Adams said that KACTE sponsored a workshop the first week of August. He also reported that Kentucky was far ahead of other states in the collection of data, largely because of the involvement of CAEP and PARC.

The EPSB Project Manager Rich Miller gave an update on Kentucky Educator Preparation Accountability System (KEPAS). He said the PARC group focused on the program accreditation review process and developing a web-enabled system that would be more efficient, consistent, and fair to all stakeholders. He said that PARC convened into focus groups and was now coming together to work on the alignment of the assessment data to the standards, to review regulations for possible amendments, to develop rubrics, and to collaborate among the EPPs. Mr. Miller said that he planned to present more information on KEPAS at the October EPSB meeting.

Mr. Adams said that the online educator complaint system was now live.

Ms. Donna Brockman said that Intern Management System was in its final testing stages for KTIP to be aligned to PGES, and staff anticipated changes to be live by the middle of August. Ms. Brockman also said the New Teacher Survey would be issued later this year, and the survey would have the ability to be narrowed down by programs.

### Chair Recognition

Mr. Adams thanked Chair Cassandra Webb for her leadership over the last 3 years. The August meeting was her last meeting since her term as chair expired.

## **Report of the Chair**

### Recognition of Out-Going Board Member

Chair Cassandra Webb recognized Dr. Terry Holliday for his service to the Board and thanked him for his time and service. Dr. Holliday said it was an honor to serve on the Board and thanked the Board for its dedication.

### Report from the Nominating Committee for Chair and Vice Chair

Nominating Committee Chair Dr. Mary John O’Hair reported that the Nominating Committee submitted the following nominations: Anthony Strong as Chairperson and David Whaley as Vice Chairperson. There were no further nominations from the floor.

#### **2015-028**

*Motion made by Dr. O’Hair, seconded by Mr. Allen Kennedy, for Anthony Strong serve as EPSB chairperson.*

**Vote:** *Unanimous*

#### **2015-029**

*Motion made by Dr. O’Hair, seconded by Ms. Tolya Ellis, for David Whaley serve as the EPSB vice chairperson.*

**Vote:** *Unanimous*

### Executive Director Search Committee Update

Dr. O’Hair reported that the Executive Director Search Committee met on August 9 with the purpose of selecting applicants for an initial interview scheduled later in August. A total of 25 qualified applications were received by the Education and Workforce Development Cabinet Human Resources Department which completed the initial first screening for qualified candidates. She said the committee was on schedule to bring finalists to the full board for interviews on October 12, 2015.

### Appointments

#### Task Force to Study Policies to Review and Make Recommendations on Combating Inappropriate Student-Teachers Relationships

Chair Webb made the following appointments to the Combating Inappropriate Student-Teacher Relationships Task Force: Lisa Lang, Mike Armstrong, Tom Shelton, Wayne Young, Barbara Gateskill, Lucie Estill, Bob Shultz, Amy Lingo, and Hart Megibben.

#### CAEP Partnership Agreement Task Force

Chair Webb made the following appointments to the CAEP Partnership Agreement Task Force: Sherry Powers, Norm Bishop, Sara Bush, Althea Webb, Marlaine Chase, Carol Garrison, Margaret Moore, Joy Bowers-Campbell, Joe Olson, Patricia Higgins, Leah Hoover, David Moffett, Johnie Dean, Christopher Miller, Jacqueline Hansen, Carol Ryan, Chris Walsh, Nancy McCrary, Christy Petroze, Tiffany Wheeler, Jason Reeves, Rosetta Sandidge, Manish Sharma, Linda Neuzil, Shannon Deaton, and Jacke Pope-Tarrence.

**Information/Discussion Items**

Awarded Contracts

Mr. Adams informed the Board on the most recent contracts for the EPSB. These contracts included a new personal service contract for a prosecuting attorney, three (3) MOAs for the SEED grant, and an MOA with CPE to assist with KyEducators.org.

Financial Report for Fiscal Year 2015

Mr. Adams informed the Board that the entire agency budget was used except for \$44.00, and that the agency was not allowed to carry over general funds to the following year. He also told the Board that the National Board Incentive Trust Fund had been depleted and would not continue until other funds were allocated by the legislature.

**Action Items**

16 KAR 2:110. Endorsement for Teachers for Gifted Education, Amendment, Final Action

**2015-030**

*Motion made by Ms. McMillen, seconded by Ms. Brandy Beardsley, to approve the amendments to 16 KAR 2:110.*

**Vote:** *Unanimous*

16 KAR 2:140. Probationary Certificate for Teachers of Children, Birth to Primary, Amendment, Final Action

**2015-031**

*Motion made by Ms. McMillen, seconded by Ms. Laura Schneider, to approve the amendments to 16 KAR 2:140.*

**Vote:** *Unanimous*

16 KAR 2:150. Probationary Certificate for Teachers of Engineering and Technology Education, Amendment, Final Action

**2015-032**

*Motion made by Ms. Schneider, seconded by Ms. McMillen, to approve the amendments to 16 KAR 2:150.*

**Vote:** *Unanimous*

16 KAR 2:160. Probationary Certificate for Teachers of Exceptional Children, Amendment, Final Action

**2015-033**

*Motion made by Ms. McMillen, seconded by Ms. Ellen Blevins, to approve the amendments to 16 KAR 2:160.*

**Vote:** *Unanimous*

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16 KAR 2:170. Probationary Certificate for Middle School Teachers, Amendment, Final Action

**2015-034**

*Motion made by Ms. Beardsley, seconded by Ms. Blevins, to approve the amendments to 16 KAR 2:170.*

**Vote:** *Unanimous*

16 KAR 2:200. Probationary Certificate for Teachers for English as a Second Language, Amendment, Final Action

**2015-035**

*Motion made by Ms. Blevins, seconded by Ms. Beardsley, to approve the amendments to 16 KAR 2:200.*

**Vote:** *Unanimous*

16 KAR 3:030. Professional Certificate for Directors and Assistant Directors of Pupil Personnel, Amendment, Final Action

**2015-036**

*Motion made by Ms. Schneider, seconded by Ms. Ellis, to approve the amendments to 16 KAR 3:030.*

**Vote:** *Unanimous*

16 KAR 3:040. Director of Special Education, Amendment, Final Action

**2015-037**

*Motion made by Dr. O'Hair, seconded by Ms. Blevins, to approve the amendments to 16 KAR 3:040.*

**Vote:** *Unanimous*

16 KAR 9:030. Professional Certificate for College Faculty: Secondary Education, Amendment, Final Action

**2015-038**

*Motion made by Ms. Sandy Sinclair-Curry, seconded by Ms. McMillen, to approve the amendments for 16 KAR 9:030.*

**Vote:** *Unanimous*

16 KAR 9:040. Part-Time Adjunct Instructor Certificate, Amendment, Final Action

**2015-039**

*Motion made by Ms. Blevins, seconded by Dr. Whaley, to approve the amendments to 16 KAR 9:040.*

**Vote:** *Unanimous*

16 KAR 2:100. Junior Reserve Officers Training Corps Certification, Amendment, Final Action

**2015-040**

*Motion made by Ms. McMillen, seconded by Ms. Blevins, to approve the amendments for 16 KAR 2:100.*

**Vote:** *Unanimous*

KTIP Appeals

Ms. Cassie Trueblood reviewed the Appeals Committee's recommendations to the Board. Dr. Anthony Strong asked if training was provided every year for KTIP committee members. Ms. Donna Brockman said KTIP training was different this year because everyone was required to be trained due to the changes in KTIP. Prior to this year KTIP members had to be retrained if they had not been trained since 2007. Ms. Brockman said that there were over 2000 interns this year with 19 unsuccessful KTIP interns and 5 KTIP appeals.

Ms. Brandy Beardsley expressed concern on the committee's last two recommendations to not uphold the intern committee's decision. Ms. Beardsley asked if there was concern about that school and Ms. Trueblood said it was being reviewed.

**2015-041**

*Motion made by Dr. Anthony Strong, seconded by Mr. Kennedy, to approve the KTIP Appeals Committee recommendations.*

**Vote:** *Unanimous*

Transylvania University Accreditation

**2015-042**

**Issue One:**

*Motion made by Dr. Strong, seconded by Dr. O'Hair, to accept the recommendation of the Accreditation Audit Committee and grant accreditation for Transylvania University.*

**Vote:** *Yes – 15*

*Recuse- 1 (Ellen Blevins)*

**2015-043**

**Issue Two:**

*Motion made by Ms. Schneider, seconded by Ms. Ellis, to accept the recommendation of the Accreditation Audit Committee and grant approval for the initial level educator preparation programs at Transylvania University.*

**Vote:** *Yes – 15*

*Recuse – 1 (Ellen Blevins)*

Ms. Allison Bell recognized Ms. Judi Conrad who was rotating off the Accreditation Audit Committee as chair. Ms. Bell said that her leadership and participation on the committee would be missed. Ms. Bell also recognized Dr. Martha O'Brien who retired as the chair of Kentucky Wesleyan University. She said that Dr. O'Brien had served for many years as an active board of examiner member and chair.

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### Waivers

16 KAR 5:040. Request to Waive Cooperating Teacher Requirements, Dr. Sam Evans on behalf of Ms. Amber Thompson

#### 2015-044

*Motion made by Mr. Kennedy, seconded by Ms. Sinclair-Curry, to approve the waiver request for Dr. Sam Evans on behalf of Ms. Amber Thompson.*

**Vote:** *Unanimous*

16 KAR 5:040. Request to Waive Cooperating Teacher Requirements, Dr. Sam Evans on behalf of Ms. Susan Towery

#### 2015-045

*Motion made by Ms. Sinclair-Curry, seconded by Mr. Kennedy, to approve the waiver request for Dr. Sam Evans on behalf of Ms. Susan Towery.*

**Vote:** *Unanimous*

16 KAR 8:020. Request to Waive Graduate Program Requirements for Rank II, Ms. Audrey Kenney

#### 2015-046

*Motion made by Ms. McMillen, seconded by Ms. Blevins, to approve the waiver request for Ms. Audrey Kenney.*

**Vote:** *Unanimous*

16 KAR 2:010. Request for Extension to Complete Master's Degree, Ms. Barbara Connin

#### 2015-047

*Motion made by Ms. Barbara Boyd, seconded by Ms. McMillen, to approve the waiver request for Ms. Barbara Connin.*

**Vote:** *Yes – 5  
No - 11*

*Motion failed to pass.*

Mr. Allen Kennedy stated that if individuals request a waiver they need to make a commitment as to when they are going to finish their Master's Degree.

16 KAR 2:120. Request to Waive Language Pertaining to Emergency Certification Issuance to the Same Person in any Subsequent Year, Bell County

#### 2015-048

*Motion made by Ms. Sinclair-Curry, seconded by Ms. McMillen, to approve the waiver request for Bell County.*

**Vote:** *Unanimous*

16 KAR 2:010. Request to Waive National and State Criminal Background Check Requirements

Acting Executive Director Jimmy Adams explained the reason for the request to waive 16 KAR 2:010. Discussion ensued. Mr. Adams said that over 700 individuals were waiting for their records check to come back. He asked that the Board waive the requirement retroactively to July 24, 2015, until he had time to review the regulation requirements and change, alter, or expedite the process.

Mr. Allen Kennedy expressed his concerns on suspending the requirement and asked how much that would put the EPSB at risk. He asked if Mr. Adams had other viable options to address the issue. Mr. Adams said that he would bring a solution to the Board at the October or December meeting. He stated that districts were required by statute to perform criminal background checks as well.

**2015-049**

*Motion made by Dr. Strong, seconded by Dr. Whaley, to approve the request to waive national and state criminal background check requirements retroactive to July 24, 2015.*

**Vote:** *Yes – 14*

*No – 2 (Allen Kennedy, Barbara Boyd)*

**Alternative Route to Certification Application**

Mary Rockey, Biology, Grades 8-12

**2015-050**

*Motion made by Ms. McMillen, seconded by Ms. Beardsley, to approve the alternative route to certification application for Ms. Mary Rockey.*

**Vote:** *Unanimous*

**Information/Discussion Item**

16 KAR 1:030. Procedures for Certificate Revocation, Suspension, Reinstatement and Reissuance, and Application Denial, Amendment, Notice of Intent

Board Attorney Michael Head gave an update to the Board on the work of the Regulation Rewrite Committee. Input on the regulation amendment was given by committee members and various stakeholders. Mr. Head gave a broad explanation of the intent of each section of the regulation.

Mr. Head stated that anonymous complaints were addressed with the committee and the majority vote was to add language in the regulation to prohibit anonymous complaints. He also said that the KEA attorney, Mary Ruble, asked the committee to write in the regulation a provision to demand a hearing after a certain period of time. Mr. Head said that he placed in regulation her request that after 180 days following an informal complaint if a certificate holder asked for a hearing the Board would be required to have legal staff set a hearing. He said that he was concerned to write into regulation a provision to allow individuals to demand a hearing when it may not be in the Board's interest to go to a hearing. He suggested to the Board to write a discretion into the regulation but he said currently a provision such as this was not in the proposed regulation.

Mr. Adams reviewed timelines for the regulation to be approved.

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Dr. Strong asked if the Board wanted to establish another meeting to review the regulation amendment due to several new Board members and a timeline to address. Mr. Kennedy said the regulation amendment was a critical issue to him. Ms. Marie McMillen said that she didn't think another meeting would change anything.

Mr. Head said that there were several items the Board needed to discuss such as timing for when an informal complaint was first brought to the Board.

Ms. Robin Hebert said that Commissioner Holliday would like the Board to have more time to review these major proposed changes to the regulation and to consider the implications. He asked for the new executive director to be involved in the conversations on the changes.

Chair Cassandra Webb called a special meeting for Monday, September 14, 2015, at 9:00a.m. at the EPSB offices to review the disciplinary regulation as an information item. Mr. Adams and Mr. Head will place the regulation process into a visual to help the Board see the proposed changes.

### **Board Comments**

Dr. David Whaley said that during the last meeting a motion was introduced after the Board came back into open session from closed session. He asked if there was a way to ensure that stakeholders and the audience had an opportunity to hear Board discussion on all items brought before the Board. Mr. Head explained his reasons for the motion during the last meeting. He said that he did not foresee a motion like this ever happening again.

Mr. Adams stated as a point of clarification that staff would still collect background checks; they just do not hold the certifications. He said action could still be taken if necessary. Mr. Kennedy said he would like to see alternatives to the waiver.

Dr. Strong thanked the members of the Board for electing him as chair. He said he looked forward to next year. Dr. Strong thanked Ms. Webb for her leadership. Chair Webb thanked the Board for the opportunity the Board gave her, and she said she was privileged to work with each of the Board members.

### **DISCIPLINARY MATTERS: MINUTES OF CASE REVIEW August 10, 2015**

*Motion made by Ms. Sinclair-Curry, seconded by Ms. Blevins, to go into closed session for the purpose of discussing proposed or pending litigation in accordance with KRS 61.810(1) (c) & (j).*

**Vote:** *Unanimous*

*Motion made by Ms. Sandra Sinclair-Curry, seconded by Ms. Laura Schneider, to return to open session.*

**Vote:** *Unanimous*

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

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Brandy Beardsley, Ellen Blevins, Tolya Ellis, Leslie Fields, Donna Hedgepath, Allen Kennedy, Marie McMillen, Mary John O’Hair, Laura Schneider, Sandy Sinclair-Curry, Cassandra Webb, and David Whaley.

Attorneys present were Cassie Trueblood, Erik Carlsen-Landy, Chelsea Fannin, Shuo Han, Eric Ray, and Michael Head.

### **Initial Case Review**

<b><u>Case Number</u></b>	<b><u>Decision</u></b>
1506437	Admonish
1506293	Defer for training
1506289	Dismissed
1505274	Hear
1503120	Admonish
1504181	Hear
1504185	Admonish
150243	Hear
1504187	Admonish
1504165	Hear
1505280	Hear
1505263	Admonish
1505284	Hear
1505282	Admonish
1505276	Hear
1506321	Hear ( <i>Ms. Blevins recused</i> )
1503116	Hear
1504197	Hear
1506443	Admonish
1505216	Hear
1505208	Hear
1505238	Hear
1503148	Hear
1506323	Hear
1506309	Hear
1506313	Hear
1504189	Hear
1505206	Hear
1505261	Hear
1505212	Admonish
1505251	Dismissed
1506291	Admonish
1505204	Admonish
1504173	Hear
1505210	Defer for training
1505214	Admonish
1505244	Dismissed ( <i>Ms. Blevins dissented</i> )
1504167	Hear

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1505246	Hear
1505272	Admonish
150299	Hear
1504159	Hear
1504161	Hear
1506413	Dismissed
1506421	Dismissed
1505253	Hear
1506365	Dismissed
1410717	Dismissed
9612299	Dismissed
0905255	Dismissed
0507131	Dismissed
0605153	Dismissed
0605141	Dismissed
0606168	Dismissed
1005333	Dismissed
070597	Dismissed
07112218	Dismissed
150229	Dismissed
1412845	Dismissed
1303209	Dismissed

### **Character/Fitness Review**

<b><u>Case Number</u></b>	<b><u>Decision</u></b>
15490	Approve
15523	Approve
15588	Approve
15532	Approve
15554	Approve
15579	Approve
15484	Approve
15637	Approve
15616	Approve
15595	Approve
15608	Approve
15602	Approve
15661	Approve
15535	Approve
15201	Approve
15634	Approve
15249	Approve
15675	Approve
15603	Approve
15690	Approve
15743	Approve
15734	Approve
15488	Approve

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15695	Approve
15749	Approve
15761	Approve
15763	Approve
15757	Approve
15812	Approve
15814	Approve
15200	Approve
15831	Approve
15833	Approve
15823	Approve
15816	Approve
15822	Approve
15850	Approve
15858	Approve
15861	Approve
15818	Approve
15870	Approve
15420	Approve
15896	Approve
15913	Approve
15903	Approve
15466	Approve
15938	Approve
15939	Approve
15943	Approve
15925	Approve
15969	Approve
15673	Approve
15729	Deny
15777	Approve
15849	Deny
15819	Approve
15829	Approve
15534	Approve
15730	Approve
15660	Approve
15836	Deny
15806	Approve
15872	Defer
15881	Approve
15910	Defer
15917	Deny
15915	Deny
15933	Approve
15930	Approve
15928	Defer
15935	Approve
15931	Defer
15934	Approve
15838	Deny

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1515	Deny
15137	Approve
15493	Approve
15945	Deny
15971	Approve
15792	Deny

### Agreed Orders

#### Case Number

#### Decision

140239 (Tamara Mouser)

Accept Agreed Order suspending Respondent's certificate for a period of two (2) years beginning on January 3, 2014. 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, 3rd floor, Frankfort, Kentucky 40601.

Prior to reinstatement of Certificate Number 200102339, Respondent shall comply with the following conditions:

1. Respondent shall provide written proof to the Board that she has complied with a comprehensive alcohol/substance abuse assessment by a licensed or certified chemical dependency counselor, as approved by the Board, and is compliant with all treatment recommendations. Any expense incurred shall be paid by Respondent.
2. Respondent shall provide written proof to the Board that she has complied with a comprehensive evaluation from a licensed or certified psychiatrist or mental health professional and is fit to return to the classroom, presents as capable of performing her duties as an educator, is not a danger to herself or others, and is compliant with all treatment recommendations. Any expense incurred shall be paid by Respondent.
3. Respondent shall provide written proof to the Board that she has successfully completed professional development or training on the Professional Code of Ethics for Kentucky Certified School Personnel, as approved by the Board. Any expense incurred shall be paid by Respondent.

If Respondent fails to complete the above conditions prior to January 3, 2016, Certificate Number 20012339 shall not be reinstated until such conditions are satisfied.

Upon reinstatement, Certificate Number 200102339 and any future endorsements or new areas of certification, shall be subject to the following probationary conditions:

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1. Respondent shall be subject to random drug testing to be administered by a provider approved by the Board, and shall receive no drug test that is positive for alcohol or illegal substance or that is in excess of therapeutic levels generally accepted in the medical community. Any expense incurred shall be paid by Respondent. If Respondent fails to satisfy this condition, Certificate Number 200102339 shall be automatically suspended for a period of thirty (30) days and subject to additional sanctions by the Board pursuant to KRS 161.120.

2. Respondent shall have no further criminal convictions involving alcohol. If Respondent is convicted of any crime involving alcohol, Certificate Number 200102339 shall be automatically suspended for a period of six (6) months and subject to additional sanctions by the Board pursuant to KRS 161.120.

3. Respondent shall have no disciplinary action involving the use of alcohol by any school district in which she is employed. If respondent fails to satisfy this condition, Certificate Number 200102339 shall be automatically suspended for a period of six (6) months and subject to additional sanctions by the Board pursuant to KRS 161.120.

“Disciplinary action” is defined as any termination, suspension, 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 including any appeal therefrom. If the tribunal amends the disciplinary action or if Respondent agrees to amend the disciplinary action through arbitration, the new disciplinary action if a termination, suspension or public reprimand shall be considered a violation of this condition.

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*

1410710 (John Lewis)

Accept Agreed Order admonishing Respondent for failing to maintain the dignity and the integrity of the profession. As a teacher, Respondent is expected to be a role model for students and an example of good citizenship. This type of behavior embarrasses the profession and erodes the community’s trust in educators. No further acts of misconduct by Respondent will be tolerated by the Board.

## Agenda Book

Certificate Number 000064139 shall be subject to the following probationary conditions:

1. Respondent shall provide written proof to the Board that he has received twelve (12) hours of sexual harassment awareness training, as approved by the Board, no later than June 1, 2016. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to satisfy this condition by June 1, 2016, 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 shall provide written proof to the Board that he has received twelve (12) hours of professional development/training regarding the Professional Code of Ethics for Kentucky Certified School Personnel. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to satisfy this condition by June 1, 2016, 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.

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 (Ms. McMillen and Mr. Whaley dissented)*

1111834 (Michelle Lynn)

Accept Agreed Order suspending Respondent's certificate for a period of one (1) year beginning November 5, 2012. Upon acceptance of this agreement by the Board, 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.

Prior to reinstatement of certificate number 199801594, Respondent shall undergo a comprehensive substance abuse assessment by a Kentucky licensed or certified chemical dependency counselor, approved by the Board, and present written evidence to the Board that she has complied with the assessment process and has either successfully completed or is working toward completing any and all treatment recommendations and is fit to fulfill

## Agenda Book

her duties as an educator. Any expense for the assessment, treatment, and/or written reports shall be paid by Respondent. If Respondent fails to satisfy this condition, certificate number 199801594 shall not be reinstated.

Upon reinstatement, certificate number 199801594, including any future endorsements or new areas of certification, shall be subject to the following probationary conditions for a period of five (5) years.

1. If Respondent is not able to complete all chemical dependency treatment recommendations prior to reinstatement of her certificate, she shall submit quarterly written progress reports from her chemical dependency counselor until such time as the counselor releases her from treatment or the probationary period ends, whichever comes first. Each progress report shall certify that Respondent is continuing to comply with any and all treatment recommendations and that she remains fit to fulfill her duties as an educator. Any expense incurred for treatment and/or reports shall be paid by Respondent.
2. 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 tests positive for illegal substances or in excess of therapeutic levels generally acceptable in the medical community. Any expense for drug testing shall be paid by Respondent.
3. By June 1, 2015, Respondent shall provide written evidence to the Board that she has completed twelve (12) hours of professional development/training in ethics as approved by the Board and at her own expense.

By entering into this Agreed Order, Lynn agrees that should she fail to satisfy and/or violate any of these conditions, her certificate shall be automatically suspended for a period of one (1) year. If applicable, at the conclusion of the one (1) year suspension, her certificate shall remain suspended until such time as all of the above conditions are met.

Lynn 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*

## Agenda Book

1311806 (David Fugitt)

Accept Agreed Order stating that Respondent shall neither apply for nor be issued any teaching, administrative, or emergency certificate in the Commonwealth of Kentucky at any time in the future. Any future application submitted by Respondent, or on his behalf, shall be denied.

**Vote:** *Unanimous (Ms. Webb recused)*

CF15216 (Mary Parker)

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 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 she 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 she has completed a course on professional ethics training, 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 her counselor to the Board until such time as the counselor releases her from treatment. Any expense for the treatment and/or written reports shall be paid by Respondent. Failure to comply with this condition will result in Respondent's certificate being automatically suspended until Respondent is in compliance.

2. Respondent shall not be convicted of nor enter a guilty or no contest plea to any criminal charge(s) involving the use or possession of alcohol. If Respondent is convicted of, or enters a guilty or no contest plea, to any criminal charge involving the use or possession of alcohol, she shall submit this information to the Board, in writing, within thirty (30) days. Failure to comply with this condition will result in

## Agenda Book

Respondent's certificate being automatically suspended pending Board review and disposition.

3. 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*

0606167 (Scot Carter)

Accept Agreed Order admonishing Respondent for failing to maintain the dignity and the integrity of the profession. As a teacher, Respondent is expected to be a role model for students and an example of good citizenship. This type of behavior embarrasses the profession and erodes the community's trust in educators. No further acts of misconduct by Respondent will be tolerated by the Board.

Certificate Number 407946109 shall be subject to the following probationary conditions:

1. Respondent shall provide written proof to the Board that he has received three (3) hours of ethics training, as approved by the Board, no later than April 1, 2016. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to satisfy this condition by April 1, 2016, 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 shall provide written proof to the Board that he has received six (6) hours of boundary/sensitivity training, as approved by the Board, no later than April 1, 2016. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to satisfy this condition by April 1, 2016, 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.

3. Respondent shall provide written proof to the Board that he has received six (6) hours of cultural competency training, as approved by the Board, no later than April 1, 2016. Any expense incurred for said training shall be paid

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by Respondent. If Respondent fails to satisfy this condition by April 1, 2016, 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.

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*

0606175 (David Doolittle)

Accept Agreed Order stating that Respondent is currently a retired educator and has no plans to return to the profession. If Respondent chooses to return to the classroom in any capacity, he shall complete four (4) hours of Promoting Positive Behavior in Schools training, as approved by the Board. Any expense incurred for the professional development or training shall be paid by Respondent.

If Respondent fails to complete the above training prior to returning to the classroom, his Certificate Number 1007 shall be automatically suspended until he provides proof to the Board that he has completed the above required four (4) hours of professional development or training in classroom management.

**Vote:** *Unanimous*

CF15244 (Tashia Weathers)

Accept Agreed Order stating 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 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 she has complied with the assessment process. Any expense for the assessment and written reports shall be paid by Respondent

**Vote:** *Unanimous*

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150235 (James Walker)

Accept Agreed Order stating that Respondent's teaching certificate is permanently revoked. 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. 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, 3rd Floor, Frankfort, Kentucky 40601.

**Vote:** *Unanimous*

1502104 (Michael Ford)

Accept Agreed Order stating that Respondent's teaching certificate is permanently revoked. 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. 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, 3rd Floor, Frankfort, Kentucky 40601.

**Vote:** *Unanimous*

150239 (Chad Burgett)

Accept Agreed Order suspending Respondent's certificate from July 18, 2015 through July 20, 2015, a period of three (3) days. 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.

1. By September 1, 2015, Respondent shall submit written proof to the Board from his current treatment provider or Alcoholics Anonymous sponsor that he is maintaining his sobriety and is seeking support and continued assistance in maintaining his sobriety. Respondent shall pay any expense incurred. If Respondent fails to satisfy this condition by September 1, 2015, Certificate Number 199601685 shall be automatically suspended until such condition is satisfied.

2. By November 1, 2015, Respondent shall submit written proof to the Board that he has complied with a

comprehensive alcohol/substance abuse assessment by a licensed or certified chemical dependency counselor, as approved by the Board, and is compliant with all treatment recommendations. Respondent shall pay any expense incurred. If Respondent fails to satisfy this condition by November 1, 2015, Certificate Number 199601685 shall be automatically suspended until such condition is satisfied.

3. By November 1, 2015, Respondent shall submit written proof to the Board that he has complied with a comprehensive evaluation from a licensed or certified psychiatrist or mental health professional and is fit to return to the classroom, presents as capable of performing his duties as an educator, is not a danger to himself or others, and is compliant with all treatment recommendations. Respondent shall pay any expense incurred. If Respondent fails to satisfy this condition by November 1, 2015, Certificate Number 199601685 shall be automatically suspended until such condition is satisfied.

Furthermore, Certificate Number 199601685 shall be subject to the following probationary conditions for a period of two (2) years:

1. By January 1st and July 1st of each year during the probationary period, Respondent shall submit written proof from his current treatment provider or Alcoholics Anonymous sponsor that he is maintaining sobriety and is still seeking support and continued assistance in maintaining his sobriety. Respondent shall pay any expense incurred. If Respondent fails to satisfy this condition, Certificate Number 199601685 shall be automatically suspended until such condition is satisfied.
2. Respondent shall submit to random drug testing, to be administered by a provider approved by the Board, and shall receive no drug test that is positive for alcohol or any illegal substance or that is in excess of therapeutic levels generally accepted in the medical community. Respondent shall pay any expense incurred. If Respondent fails to satisfy this condition, Certificate Number 199601685 shall be automatically suspended for a period of forty-five (45) days, and subject to additional sanctions by the Board pursuant to KRS 161.120.
3. Respondent shall not receive any disciplinary action involving use of alcohol or illegal substance by any school district in which he is employed. If Respondent fails to satisfy this condition, Certificate Number 199601685 shall be automatically suspended for a period of forty-five (45)

## Agenda Book

days, and subject to additional sanctions by the Board pursuant to KRS 161.120.

“Disciplinary action” is defined as any termination, suspension, 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 including any appeal therefrom. If the tribunal amends the disciplinary action or if Respondent agrees to amend the disciplinary action through arbitration, the new disciplinary action if a termination, suspension or public reprimand shall be considered a violation of this condition.

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*

1407433 (Caroline Rea)

Accept Agreed Order admonishing Respondent for exercising poor professional judgment and for failing to properly manage a student’s behavior. The Board recognizes that students are going to misbehave and disrupt the classroom setting, but an educator must remain aware of the line between appropriate and inappropriate physical intervention when interacting with a student. The Board reminds Respondent that she has a duty to take reasonable measures to protect the health, safety, and emotional well-being of students. The Board will not tolerate any further incidents of misconduct from Respondent.

1. On or before June 1, 2016, Respondent shall provide written proof to the Board that she has completed six (6) hours of professional development or training on the Professional Code of Ethics for Kentucky Certified School Personnel, as approved by the Board. Respondent shall pay any expense incurred. Should Respondent fail to satisfy this condition by June 1, 2016, Certificate Number 000078481 shall be automatically suspended until such condition is satisfied.

2. On or before June 1, 2016, Respondent shall provide written proof to the Board that she has completed twelve (12) hours of classroom management professional development or training, as approved by the Board. Respondent shall pay any expense incurred. Should Respondent fail to satisfy this condition by June 1, 2016,

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Certificate Number 000078481 shall be automatically suspended until such condition is satisfied.

3. On or before June 1, 2016, Respondent shall complete the Kentucky Department of Education's restraint and seclusions training entitled Promoting Positive Behavior in Schools. Rea shall pay any expense incurred. Should Respondent fail to satisfy this condition by June 1, 2016, Certificate Number 000078481 shall be automatically suspended until such condition is satisfied.

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*

1108611 (Dean Cornett)

Accept Agreed Order admonishing Respondent for failing to follow the administrative procedures related to student testing. Strict compliance with the Administration Code for Kentucky's Educational Assessment Program ensures the well-being of the students and the integrity of the testing process are maintained. The Board will not tolerate any further violations of testing procedures by Cornett.

Certificate Number 199601550, including any and all endorsements, is hereby subject to the following probationary conditions for a period of two (2) years from the date the Board accepts this Agreed Order:

1. On or before October 1, 2015, Respondent shall submit written proof to the Board that he has successfully completed three (3) hours of Administration Code training, as approved by the Board. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, Certificate Number 199601550, 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.

2. On or before January 1, 2016, Respondent shall submit 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. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, Certificate Number 199601550, and any future

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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 involving violations of the Administration Code for Kentucky's Educational Assessment. "Disciplinary action" is defined as any public reprimand, suspension, or termination issued by any school district in the Commonwealth of Kentucky and upheld, if requested, by either a tribunal and/or arbitration process. If Respondent fails to comply with the requirements of this paragraph, Certificate Number 199601550, 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 he violate KRS 161.120, either during or following this two (2) year period of probationary conditions, the Board shall initiate new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous*

1503140 (Chastity White)

Accept Agreed Order suspending Respondent's certificate for fifteen (15) days beginning July 1, 2015 and running through July 15, 2015. 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.

Additionally, Certificate number 200222834 is subject to the following probationary conditions for a period of two (2) years from the date the Board accepts this Agreed Order:

1. On or before December 1, 2015, Respondent shall submit written proof to the Board that she has successfully completed twelve (12) hours of professional development or training, as approved by the Board, on the Professional Code of Ethics for Kentucky Certified School Personnel. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, Certificate Number 200222834 shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.

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2. On or before November 1st and March 1st of each year of the probationary period, Respondent shall provide to the Board written progress reports from either the Director of Special Education (“DOSE”) and/or other knowledgeable supervisor. The reports shall state that Respondent is maintaining proper and accurate documentation of student files under her supervision and that she is in compliance with all record keeping requirements. If Respondent fails to comply with the requirements of this paragraph on or before November 1st and March 1st of each year of the probationary term, Certificate Number 200222834 shall be automatically suspended until Respondent submits the required written report to the Board.

3. For the entirety of the probationary period, Respondent shall receive no disciplinary action involving conduct unbecoming or neglect of duty from any school district in which she is employed. “Disciplinary action” is defined as any public reprimand, suspension, or termination issued by any school district in the Commonwealth of Kentucky and upheld, if requested, by either a tribunal and/or arbitration process. If Respondent fails to comply with the requirements of this paragraph, Certificate Number 200222834 shall be automatically suspended for a period of sixty (60) days.

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*

*Motion made by Ms. McMillen, seconded by Ms. Blevins, to adjourn the meeting.*

**Vote:** *Unanimous*

Meeting adjourned at 1:40 p.m.

**Next Meeting:**       **October 12, 2015**  
                                  **9:00 AM**  
                                  **EPSB Board Room**  
                                  **Frankfort, Kentucky**

*The actions delineated below were taken in open session of the EPSB at the September 14, 2015, special 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, 3<sup>rd</sup> Floor, Frankfort, KY 40601*

**Education Professional Standards Board (EPSB)  
Summary Minutes of the Special Meeting  
EPSB Offices, 100 Airport Road, 3<sup>rd</sup> Floor  
Frankfort, Kentucky**

**Consent Item B**

**Call to Order**

Chair Anthony Strong called the meeting to order at approximately 9:05 a.m. EDT.

**Roll Call**

The following Board members were present during the September 14, 2015, EPSB special meeting: Brandy Beardsley, Ellen Blevins, Barbara Boyd, Tolya Ellis, Robin Hebert, Leslie Fields, Donna Hedgepath, Allen Kennedy, Marie McMillen, Jay Morgan, Mary John O’Hair, Laura Schneider, Sandy Sinclair-Curry, Anthony Strong, Cassandra Webb, David Whaley, and Kimberly Young.

**Board’s Mission Statement**

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

**Report of the Chair**

Appointments to the EPSB Waiver Committee

Acting Executive Director Jimmy Adams reported to the Board that during a review of the policy and procedures with some staff members, it was discovered that within the procedure for Board waiver requests a Board committee was supposed to review the waiver requests prior to Board meetings and give recommendations to the Board. He asked that the waiver committee be reestablished to review future Board waiver requests. Mr. Adams said that the committee would meet at 8:00a.m. on the day of the Board meeting to review the waiver requests.

Chair Strong asked if any Board members wanted to serve on the committee. Laura Schneider, Sandy Sinclair-Curry, and David Whaley volunteered to serve on the committee. Chair Strong appointed these members to the committee.

Executive Director Search Update

Executive Director Search Committee Chair Mary John O’Hair gave an update to the Board on the search for the EPSB Executive Director. She said that the committee interviewed semi-finalists on August 27, 2015, and selected three (3) finalists for the full Board interviews to be held in October. Of the finalists, two (2) were in-state and one (1) was out-of-state. Dr. O’Hair said that the committee members were finalizing reference checks before names were released.

Dr. Strong said that the committee would develop questions and share them with the Board prior to the interviews. He announced a special meeting to conduct executive director interviews on Sunday, October 11, at 5:00 p.m. at the EPSB offices. Dr. Strong said that some EPSB staff asked if they could provide the Board input on the candidates which had been done in past executive director searches. The Board agreed to allow Dr. Strong to work with staff to provide Board input on the finalists.

### **Information/Discussion Item**

#### 16 KAR 1:030. Procedures for Certificate Revocation, Suspension, Reinstatement, and Reissuance, and Application Denial; Amendment, Notice of Intent

Mr. Michael Head reviewed the flow chart with the Board as it related to the proposed regulation amendment, and then Staff Attorney Cassie Trueblood reviewed the current disciplinary process with the Board.

Board discussion ensued and Chair Strong summarized the discussion. If the Board adopted the proposed new process, the following may occur:

- \* Board would receive more information from staff
- \* lengthier meetings
- \* more options on how to settle a case prior to sending a notice of hearing
- \* increased options for certificate holders to come back to the Board with another agreed order
- \* reorganization of legal services

The Board discussed whether or not anonymous complaints should be allowed. During Board discussion, the Board agreed not to allow for anonymous complaints.

The Board discussed at length whether or not a notation should be placed on certificates that had been suspended or revoked. During discussion the Board agreed upon the following:

*If a certificate is revoked then there will be a notation on the certificate that the certificate was revoked. If a certificate is suspended then the dates of the suspension would be notated on the certificate. The notation would appear on the printed and electronic form of the certificate during the dates that the suspension was effective. An administrative communication with school districts outside of the period of effectiveness would occur so that if a certificate was retroactively suspended or after the suspension had been completed that information could be accessed by superintendents and human resource personnel. This administrative communication would not be in the regulation.*

The Board discussed if certificate holders could request a hearing date be set. During Board discussion the Board decided that a certificate holder who had an informal complaint filed

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against him or her could petition the Board for a hearing, and the Board may issue a notice of hearing or set the hearing.

Mr. Head said that he would update the language in the proposed regulation amendment based upon the Board discussion. He would also ask LRC for a cursory review of the regulation for any language changes that may be necessary. This information item will be presented again for a first reading at the October 12, 2015, Board meeting. An opportunity for feedback from stakeholders will be given after the revisions. A second reading and action item will be presented at the next regular Board meeting.

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

**Vote:** *Unanimous*

Meeting adjourned at 2:30p.m.



**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Consent Item C**

**Action Item:**

Georgetown College: School Principal P-12 (Master of Arts in Education for Rank I)

**Applicable Statutes and Regulation:**

KRS 161.028; KRS 161.030  
16 KAR 3:030; 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.

**Issue:**

Should the EPSB approve the following educator preparation program addition?

**GEORGETOWN COLLEGE**

**10.0 INSTRUCTIONAL LEADERSHIP**

School Principal P-12 (Master of Arts in Education for Rank I)

**Background:**

The proposed School Principal P-12 program at Georgetown College is designed in collaboration with local school districts who will participate in the recruitment, screening, and selection of candidates; the design of the learning experiences; the facilitation of the courses and the evaluation of the candidates. Prerequisites for admission include but are not limited to a master's degree in education, at least three years of teaching experience, a 3.0 GPA, Kentucky cut scores on the GRE, current Kentucky Rank II teacher certification, three recommendations, endorsement by the candidate's superintendent and successful interview by a selection committee comprised of college and district personnel. Courses will be collaboratively taught by an instruction team comprised of college-based faculty members and school-based practitioners. Part-time faculty are members of the education professional community whose backgrounds will offer practical experience, first-hand knowledge of school administration, and the impact of policy on practices. Courses will be offered in a variety of formats including online, video conferencing, and onsite weekend, evening, and summer session classes. Courses include a variety of required field experiences where candidates can observe, develop clinical skills, and practice the tasks typically associated with the work of a school principal. Level I requires thirty hours (30) of coursework that include anchor assessments where candidates reflect about practice, use technology, and develop the skills needed to lead efforts aimed at high-level learning for students; development of school improvement plans; and engaging family and community stakeholders. Upon successful completion of Level I coursework and major assessments, candidates will be eligible for the Master of Arts in Education degree and Rank I.

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Level II includes two courses which must be completed in order to renew the principal certification within five years.

KRS 161.028 and KRS 161.030 provide for the EPSB to establish curricula for educator preparation programs in Kentucky and approve such programs at institutions of higher education. The Division of Educator Preparation and the Principal Review Committee evaluated the program review document submitted for approval against performance-based program certification guidelines established by the EPSB. This program proposal meets all the requirements set forth by the EPSB. The supporting documents for the proposal (program review documents which includes the executive summary) are available on the secured website.

### **Groups/Persons Consulted:**

Principal Review Committee

### **Alternative Actions:**

1. Approve the proposed School Principal P-12 program addition for Georgetown College.
2. Do not approve the proposed School Principal P-12 program addition for Georgetown College.

### **Committee Recommendation:**

Alternative 1

### **Rationale:**

The proposed educator preparation program follows the appropriate regulations (16 KAR 5:010 and 16 KAR 3:030) outlining requirements for program approval and certification as established by the EPSB.

### **Contact Person:**

Ms. Allison Bell, Program Consultant II  
Division of Educator Preparation  
(502) 564-4606  
E-mail: Allison.Bell@ky.gov

### **Date:**

October 12, 2015

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Consent Item D**

**Action Item:**

Bellarmine University: English as a Second Language P-12 Endorsement (Graduate Level)

**Applicable Statutes and Regulation:**

KRS 161.028; KRS 161.048; KRS 161.030

16 KAR 2:010; 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 approve the following educator preparation program addition?

**BELLARMINE UNIVERSITY**

**8.0 ENDORSEMENTS**

English as a Second Language P-12 (Graduate Level)

**Background:**

The proposed English as a Second Language (ESL) P-12 Endorsement program at Bellarmine University is a five-course sequence which occurs in three phases. Candidates are admitted to the program with a valid teaching certification, an undergraduate GPA of 2.75 and letters of recommendation. Four of the five courses include field experiences in which candidates work with second language learners developing skills using the Kentucky Core Academic Standards in literacy, numeracy, and language. In addition to the field experiences, candidates are required to complete a 90-hour supervised practicum where candidates are placed with qualified ESL teachers in a variety of sites. This final experience is comprised of three 30-hour practicum experiences at a primary, a middle and high school site.

KRS 161.028 and KRS 161.030 provide for the EPSB to establish curricula for educator preparation programs in Kentucky and approve such programs at institutions of higher education. The Division of Educator Preparation, Content Area Program Reviewers, and the Reading Committee evaluated the program review document submitted for approval against performance-based program certification guidelines established by the EPSB. This program proposal meets all the requirements set forth by the EPSB. The supporting documents for the proposal (program review documents which includes the executive summary) are available on the secured website.

**Groups/Persons Consulted:**

Content Area Program Reviewers  
Reading Committee

**Alternative Actions:**

1. Approve the proposed English as a Second Language (ESL) P-12 endorsement program addition.
2. Do not approve the proposed English as a Second Language (ESL) P-12 endorsement program addition.

**Committee Recommendation:**

Alternative 1

**Rationale:**

The proposed educator preparation programs follow the appropriate regulations (16 KAR 5:010 and 16 KAR 2:010) outlining requirements for program approval and certification as established by the EPSB.

**Contact Person:**

Ms. Allison Bell, Program Consultant II  
Division of Educator Preparation  
(502) 564-4606  
E-mail: Allison.Bell@ky.gov

**Date:**

October 12, 2015

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Consent Item E**

**Action Item:**

Campbellsville University – School Guidance Counselor Provisional Certification (Master of Arts in Education) and Standard Certification for Rank I

**Applicable Statutes and Regulation:**

KRS 161.028; KRS 161.030  
16 KAR 5:010; 16 KAR 3:060

**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 following educator preparation program additions?

**CAMPBELLSVILLE UNIVERSITY**

**11.0 OTHER INSTRUCTIONAL SERVICES**

School Guidance Counselor Provisional Certification (Master of Arts in Education) and Standard Certification for Rank I

**Background:**

The School Guidance Counselor P-12 programs proposed by Campbellsville University (CU) are presented as a provisional certificate resulting from a 48-hour Master of Arts in Education (MAEd.) program and a standard certificate resulting from 12 hours of coursework that results in a total of 60 hours which qualifies the candidates for Rank I. The provisional and standard certificate programs each include three assessment points that correspond with the assessment system for all advanced level programs in the CU School of Education. The MAEd. is a cohort model reflecting a professional learning community that will be delivered in partnership with area school district personnel. The programs' course objectives and assessments are aligned with the Kentucky Standards for School Guidance Counselors, the Interstate School Leadership Licensure Consortium Standards, and the Technology Standards for School Administrators. The program is a combination of online, blended, and face-to-face classes in which candidates will complete field hours, practicums, and internships in P-12 schools.

KRS 161.028 and KRS 161.030 provide for the EPSB to establish curricula for educator preparation programs in Kentucky and approve such programs at institutions of higher education.

## Agenda Book

The Division of Educator Preparation, a Content Area Program Review Committee, and the Reading Committee evaluated the program review documents submitted for approval against performance-based program certification guidelines established by the EPSB. These program proposals meet all the requirements set out by the EPSB. An Executive Summary of the programs is included in each program proposal.

### **Groups/Persons Consulted:**

Content Area Review Committee  
Reading Committee

### **Alternative Actions:**

1. Approve the proposed educator preparation program additions.
2. Do not approve the proposed educator preparation program additions.

### **Recommendation:**

Alternative 1

### **Rationale:**

The proposed educator preparation programs follow the appropriate regulation (16 KAR 5:010) outlining program requirements for program approval as established by the EPSB.

### **Contact Person:**

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### **Date:**

October 12, 2015

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE  
Consent Item F**

**Action Item:**

2015-2016 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 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 2015-2016?

**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 a list of the school districts that staff is recommending for continuance in the program for the 2015-2016 school year.

**Alternative Actions:**

1. Approve recommendation.
2. Modify and approve recommendation.
3. Do not approve 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 2015-2016.

**Contact Person:**

Mr. John Fields, Director  
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**Date:**

October 12, 2015



**Emergency Non-Certified Districts renewing for 2015-2016:**

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

Agenda Book

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Information/Discussion Item A**

**Information Item:**

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

**Applicable Statutes and Regulation:**

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

**Applicable Goal:**

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

**Background:**

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

<b>Vendor Name</b>	<b>Services</b>	<b>Service Period</b>	<b>Contract Amount</b>
Kentucky State University	CTE KTIP	September 1, 2015 through June 30, 2016	\$2,005.00
Eastern Kentucky University	CTE KTIP	September 1, 2015 through June 30, 2016	\$2,005.00
Morehead State University	CTE KTIP	September 1, 2015 through June 30, 2016	\$5,213.00
Western Kentucky University	CTE KTIP	September 1, 2015 through June 30, 2016	\$6,817.00
University of Louisville	CTE KTIP	September 1, 2015 through June 30, 2016	\$802.00
Murray State University	CTE KTIP	September 1, 2015 through June 30, 2016	\$1,604.00
University of Kentucky	CTE KTIP	September 1, 2015 through June 30, 2016	\$2,807.00
Northern Kentucky University	CTE KTIP	September 1, 2015 through June 30, 2016	\$2,406.00
J. Smith Lanier & Co. Powell Walton Milward	Public Officials Liability Insurance	September 15, 2015 through September 15, 2016	\$7,336.73
Boyd County Public Schools	E3 Grant	August 1, 2015 through June 30, 2016	\$5,000.00

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<b>Vendor Name</b>	<b>Services</b>	<b>Service Period</b>	<b>Contract Amount</b>
Fayette County Public Schools	E3 Grant	August 1, 2015 through June 30, 2016	\$5,000.00
Kenton County Schools	E3 Grant	August 1, 2015 through June 30, 2016	\$5,000.00
Knox County Schools	E3 Grant	August 1, 2015 through June 30, 2016	\$5,000.00
Shelby County Schools	E3 Grant	August 1, 2015 through June 30, 2016	\$4,383.00
Department of Defense Troops to Teachers	Troops to Teachers	August 12, 2015 through August 12, 2018	\$133,731.00 (FY 2016)

**Contact Person:**

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**Date:**

October 12, 2015

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Information/Discussion Item B**

**Information Item**

16 KAR 2:010 Kentucky teaching certificates

**Applicable Statutes and Regulation**

KRS 158.6451, 160.380, 161.020, 161.028(1), 161.030, 160.380, 161.120, 16 KAR 2:010

**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 remove or amend section 2, item 4 of 16 KAR 2:010, the requirement for a national and state criminal background check, in order to expedite the process?

**Background**

16 KAR 2:010 addresses the requirements for teaching certification. The most recent revision of section 2, item 4 requires “a national and state criminal background check performed in accordance with KRS 160.380(5) within twelve (12) months prior to the date of application.”

KRS 160.380(5)(a), (b) and (d) state:

*(a) A superintendent shall require a national and state criminal background check on all new certified hires in the school district and student teachers assigned within the district.*

*Excluded are certified individuals who were employed in another certified position in a Kentucky school district within six (6) months of the date of hire and who had previously submitted to a national and state criminal background check for the previous employment.*

*(b) The superintendent shall require that each new certified hire and student teacher, as set forth in paragraph (a) of this subsection, submit to a national and state criminal history background check by the Department of Kentucky State Police and the Federal Bureau of Investigation.*

*(d) The Education Professional Standards Board may promulgate administrative regulations to impose additional qualifications to meet the requirements of Public Law 92-544.*

The board was first made aware of this concern via email from Jimmy Adams, on June 19, 2015. At that time, it was reported that the background checks were taking up to eight (8) weeks for processing. On July 24, 2015, the estimated response time from the FBI had increased to approximately eleven (11) to thirteen (13) weeks for processing. Board members were made aware of this situation a second time, via individual phone calls, on July 24, 2015. On Monday, July 27, 2015, a report generated from the EPSB database revealed that there were over seven hundred (700) applications for certification waiting on criminal records checks that could not be processed.

## Agenda Book

At the August 10, 2015, meeting of the Board, the EPSB waived 16 KAR 2:010(2)(4) until such time that an alternate action could be presented.

### **Suggested Options**

EPSB staff have researched the situation and have three (3) possible options for the Board to consider.

1. Remove 16 KAR 2:010(2)(4) due to the local district requirements of KRS 160.380(5)(a) and (b).
2. Alter 16 KAR 2:010(2)(4) to remove the language that requires a criminal background records check for certification due to the local district requirements of KRS 160.380(5)(a) and (b). Include language so that during a district review of the criminal background records check, if a district finds a criminal history, the district shall notify the EPSB of that history. EPSB staff shall review the certificate holder's application, Character and Fitness form, and the criminal background records check to see if a violation of KRS 161.120 or the Professional Code of Ethics occurred and if action by the Board is merited.
3. Require the criminal background records check to be submitted, but process the certificate pending the outcome of the criminal records background check. If there is a conflict with the submitted Character and Fitness form, then the Board takes appropriate action (current process since the waiver was granted on August 10, 2015).

### **Staff Recommendation**

Option 2

#### **Rationale**

The Division of Certification staff currently reviews all Character and Fitness forms. Applicants for certification must complete this form and indicate anything that would be cause for action by the EPSB. If a form has this indication, then the application is additionally reviewed by EPSB Division of Legal Services staff. As stated above, local school districts are required to conduct a criminal records background check for all new certified hires and student teachers. By the EPSB requiring an additional criminal background records check for certification, applicants are either paying for two checks or requesting that the criminal background records check submitted to the EPSB be forwarded to the local district creating additional work on the EPSB staff.

Option 2 will allow the EPSB staff to continue to process and issue certificates in a timely manner without additional burden on staff and provide applicants the opportunity to be employed without the necessity of waiting on the return of the criminal records background check from another agency. In the event that a criminal background records check has an incident on it, it will be sent to the EPSB for review and possible action against the certificate holder. In the further event that it is discovered that an applicant falsified a Character and Fitness form, the EPSB will be able to take possible action against the certificate holder.

Agenda Book

**Contact Person:**

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**Date:**

October 12, 2015

# Agenda Book

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Information/Discussion Item C**

**Information Item:**

Notice of Intent to Amend 16 KAR 1:030

Procedures for certificate revocation, suspension, reinstatement and reissuance, and application denial

**Applicable Statutes and Regulation:**

KRS 161.028(1), 161.120, 218A.010(5)

**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.

**Background:**

16 KAR 1:030 is the regulation that governs procedures for certificate revocation, suspension, reinstatement and reissuance, and application denial. The board has asked that the regulation be rewritten for clarity and efficiency.

**Contact Person:**

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Acting Executive Director

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**Date:**

October 12, 2015

# Agenda Book

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item A**

**Action Item:**

Boyce College Letter of Intent to Seek Accreditation

**Applicable Statutes and Regulation:**

KRS 161.028; KRS 161.048; 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.

**Issue:**

Should the EPSB accept the letter of intent from Boyce College?

**Background:**

16 KAR 5:010 outlines the standards for accreditation of educator preparation units and approval of programs. Section 3 of this regulation identifies the components of the Developmental Process for New Educator Preparation programs. The first component of Stage One of this process is the submission of an official letter from the chief executive officer and the governing board of the institution indicating the institution's intent to begin the developmental process to establish an educator preparation program.

Boyce College has submitted a letter notifying the EPSB that it intends to seek approval from the EPSB to develop an educator preparation program. A copy of this letter is available on the secured website.

**Alternative Actions:**

1. Accept the letter of intent to seek accreditation from Boyce College.
2. Do not accept the letter of intent to seek accreditation from Boyce College.

**Staff Recommendation:**

Alternative 1

**Rationale:**

The submitted letter of intent follows the appropriate regulation (16 KAR 5:010) identifying requirements for program approval as established by the EPSB.

## Agenda Book

**Contact Person:**

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**Date:**

October 12, 2015

**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 1. Definitions. (1) "AACTE" means the American Association of Colleges for Teacher Education...

Section 3. Developmental Process for New Educator Preparation Programs. (1) New educator preparation institutions requesting approval from the EPSB to develop educator preparation programs that do not have a historical foundation from which to show the success of candidates or graduates as required under Section 9 of this administrative regulation shall follow the four (4) stage developmental process established in this section to gain temporary authority to admit candidates.

(2) Stage One.

(a) The educator preparation institution shall submit an official letter from the chief executive officer and the governing board of the institution to the EPSB for review and acceptance by the board indicating the institution's intent to begin the developmental process to establish an educator preparation program.

(b) The EPSB staff shall make a technical visit to the institution.

(c) The institution shall submit the following documentation:

1. Program descriptions required by Section 11 of this administrative regulation;
2. Continuous assessment plan required by Section 11(2) of this administrative regulation; and
3. Fulfillment of Preconditions 1, 2, 3, 5, 7, 8, and 9 established in Section 9 of this administrative regulation.

(d) The EPSB shall provide for a paper review of this documentation by the Reading Committee and the Continuous Assessment Review Committee.

(e) Following review of the documentation, EPSB staff shall make an additional technical visit to the institution.

(3) Stage Two.

(a) A board of examiners team shall make a one (1) day visit to the institution to verify the paper review.

(b) The team shall be comprised of:

1. One (1) representative from a public postsecondary institution;
2. One (1) representative from an independent postsecondary institution; and
3. One (1) representative from the Kentucky Education Association.

(c) The team shall submit a written report of its findings to the EPSB.

(d) The EPSB shall provide a copy of the written report to the institution.

(e)1. The institution may submit a written rejoinder to the report within thirty (30) working days of its receipt.

2. The rejoinder may be supplemented by materials pertinent to the conclusions found in the team's report.

(f) The Accreditation Audit Committee shall review the materials gathered during Stages One and Two and make one (1) of the following recommendations to the EPSB with regards to temporary authorization:

1. Approval;
2. Approval with conditions; or
3. Denial of approval.

(4) Stage Three.

## Agenda Book

(a) The EPSB shall review the materials and recommendations from the Accreditation Audit Committee and make one (1) of the following determinations with regards to temporary authorization:

1. Approval;
2. Approval with conditions; or
3. Denial of approval.

(b) An institution receiving approval or approval with conditions shall:

1. Hold this temporary authorization for two (2) years; and
2. Continue the developmental process and the first accreditation process established in this administrative regulation.

(c) An institution denied temporary authorization may reapply.

(d) During the two (2) year period of temporary authorization, the institution shall:

1. Admit candidates;
2. Monitor, evaluate, and assess the academic and professional competency of candidates; and
3. Report regularly to the EPSB on the institution's progress.

(e) During the two (2) year period of temporary authorization, the EPSB:

1. May schedule additional technical visits; and
2. Shall monitor progress by paper review of annual reports, admission and exit data, and trend data.

(5) Stage Four.

(a) The institution shall host a first accreditation visit within two (2) years of the approval or approval with conditions of temporary authorization.

(b) All further accreditation activities shall be governed by Section 9 of this administrative regulation.

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item B**

**Action Item:**

2016 Legislative Agenda

**Applicable Statute:**

KRS 161.028

**Applicable Goals:**

All Goals

**Issue:**

Should the Education Professional Standards Board approve the 2016 Legislative Agenda?

**Background:**

The General Assembly will meet for its regularly scheduled 60-day session beginning in January 2016. Prior to the commencement of the legislative session, the Board customarily prepares with the aid of staff a legislative agenda designed to promote the Board's mission. Staff utilizes the final legislative agenda to prepare proposed bills for statutory amendments and to advance the Board's goals when working with legislators.

During this legislative session, the General Assembly will be required to pass the 2016-2018 budget for the Commonwealth. During the October 12, 2015, Board meeting, the Board will review and approve the EPSB's 2016-2018 budget request, which shall be submitted to the Governor's office. In combination with that application, staff recommends including in the legislative agenda requests that the General Assembly fully fund the EPSB and all the EPSB's programs in the next biennium and designate the Kentucky Teacher Internship Program (KTIP) a "necessary governmental expense." Such a designation will allow KTIP to receive additional funds if the number of interns increases during the biennium. Also included in the agenda is a request to allow the EPSB to carry over unused KTIP funds from one year to the next. Additionally, a request is included to fund the Kentucky Principal Internship Program (KPIP) so that it may be reinstated and redesigned to reflect current requirements for school principals.

Finally, the legislative agenda includes opposing any change to the EPSB's current statutory authority and supporting any legislation which further supports the EPSB's mission and goals in order that the current practices of the EPSB to improve educator quality may continue.

**Alternative Actions:**

1. Approve the 2016 Legislative Agenda.
2. Modify and approve the 2016 Legislative Agenda.
3. Do not approve the 2016 Legislative Agenda.

**Staff Recommendation:**

Alternative 1

## Agenda Book

### **Rationale**

This agenda was created after soliciting input from the staff. It accurately reflects the current legislative needs of the agency.

### **Contact Person:**

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### **Date:**

October 12, 2015

**2016 EPSB Legislative Agenda**

- Support the EPSB's budget requests for FY 2016-2018
- Support a FY 2016-2018 budget increase to the Kentucky Teacher Internship Program (KTIP), support funding of the Kentucky Principal Internship Program (KPIP), and to secure full funding of both programs for the 15-16 and 16-17 school years.
- Support legislation which furthers the EPSB Mission and Goals.
- Oppose any attempt to dilute or modify the current authority of the EPSB.



**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item C**

**Action Item**

Request approval of the 2016-2018 Biennial Budget Request, as presented.

**Applicable Statutes and Regulation**

KRS 48.040

**Applicable Goal**

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

**Issue**

Should the Education Professional Standards Board (EPSB) approve the 2016-2018 Biennial Budget Request, as presented, to be submitted to the Education Cabinet and the Governor's Office for Policy and Management?

**Background**

The EPSB budget request booklets must be submitted to the Education Cabinet on October 30, 2015, and then forwarded to the Governor's Office for Policy and Management (GOPM) for their review and approval. The budget request has been developed in line with the priorities and guidelines provided by the EPSB, acting executive director, and the GOPM. The budget request documents are too voluminous to provide an entire set for each Board member; however, key information will be presented at the EPSB meeting to provide a clear understanding of additional funding requests, priorities and other information that will be submitted.

Copies of the complete budget request documents are available for any Board member who may want to review them.

**Alternative Actions**

1. Authorize the acting executive director to submit the 2016-2018 Biennial Budget request to the Secretary of Education and Workforce Development and the office of the State Budget Director, as presented.
2. Modify parts of the 2016-2018 Biennial Budget request and approve the submission of the budget request with modifications.

**Staff Recommendation**

Alternative 1

**Rationale**

Instructions were issued by the State Budget Director in the Governor's Office of Policy and Management on August 24, 2015. "All Executive Branch cabinets, departments, agencies should provide the required budget request forms, attachments, and supporting documentation for both the capital budget and the operating budget no later than November 1, 2015."

## Agenda Book

**Contact Person:**

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**Date:**

October 12, 2015

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item, Waiver A**

**Action Item:**

Request for Extension to Complete Master's Degree

**Applicable Statutes and Regulations:**

16 KAR 4:040, 16 KAR 4:060, 16 KAR 8:020

**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 one-year extension to complete the required master's degree?

**Background:**

Ms. Jennifer Farmer was initially issued a Statement of Eligibility effective July 1, 2004, and expiring on June 30, 2009. On October 16, 2004, Ms. Farmer was issued a Provisional Internship certificate that expired on June 30, 2005. Following the completion of KTIP, she was issued a Professional certificate effective July 1, 2004, and expiring on June 30, 2009. The renewal requirement was 15 semester hours of new graduate credit from an approved master's degree or planned fifth-year program by September 1 of the expiration year. Ms. Farmer asked for and was granted a one-year extension in order to complete her initial 15 graduate hours for renewal. She was approved for the one-year extension through June 30, 2010. This extension allotted her the time needed to complete the remaining portion of the 15 graduate hour requirement. Upon completion of the 15 hours, her certificate was renewed through June 30, 2014, and required completion of the master's degree. Ms. Farmer failed to meet the renewal requirement by September 1, 2014, and thus, requested a one year reissuance of the expired certificate. She was granted the one year reissuance on August 1, 2014, and her certificate was reissued through June 30, 2015, requiring completion of the master's degree. Due to personal reasons outlined in her waiver request, Ms. Farmer did not complete the master's degree by September 1, 2015, and is requesting an additional one-year extension to June 30, 2016. In summary, she has had eleven years to complete an approved master's degree program and has utilized a one year extension and a one year reissuance available to her under current regulations. See accompanying documentation under separate cover.

**Alternative Actions:**

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

**Contact Person:**

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**Date:**

October 12, 2015

# Agenda Book

## **16 KAR 4:060. Certificate renewals and teaching experience.**

RELATES TO: KRS 161.020, 161.028, 161.030

STATUTORY AUTHORITY: KRS 161.028, 161.030

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 qualification for his or her respective position to be issued upon completion of a program of preparation prescribed by the Education Professional Standards Board. KRS 161.020 provides that the validity and terms for the renewal of a certificate shall be determined by the laws and administrative regulations in effect at the time the certificate was issued. This administrative regulation establishes certificate renewal provisions and the requirements for successful teaching experience for certificate issuance and renewal.

Section 1. Certificate Renewals. (1) If the renewal of a teaching certificate requires the completion of additional academic course work in lieu of teaching experience, the credits shall be selected from the Planned Fifth-Year Program.

(2) Except as provided in KRS 161.030(3), a teaching certificate shall be issued for a duration period of five (5) years, with provision for subsequent five (5) year renewals.

(3)(a) A certificate shall be renewed for subsequent five (5) year periods upon the completion of:

1. Three (3) years of successful teaching experience as established in Section 2 of this administrative regulation; or

2. At least six (6) semester hours of credit or the equivalent in professional development defined in 16 KAR 8:020.

(b) The requirements of this subsection shall apply to teachers who have completed the Fifth Year Program renewal requirements established in 16 KAR 8:020 and 16 KAR 2:010, Section 3.

(4) The renewal requirements shall be completed by September 1 of the year of expiration of the certificate.

(5)(a) Upon expiration, a regular certificate shall be extended for one (1) time for the one (1) year period immediately following the expiration date if:

1.a. Until December 31, 2014, an application for the extension is submitted using Form TC-2; or

b. Beginning January 1, 2015, an application for the extension is submitted using Form CA-2;

2. The certificate holder has completed at least one-third (1/3) of the renewal requirements; and

3. The extension is recommended by the employing school superintendent.

(b) If the requirements of paragraph (a) of this subsection are met, the remainder of the renewal requirements shall be completed within the one (1) year period of reinstatement.

(6)(a) Experience in the armed forces of the United States of America shall be accepted toward the renewal of a teaching certificate in lieu of required teaching experience as established in Section 2 of this administrative regulation, if the applicant held a valid certificate prior to entering military service.

(b) The validity period of a certificate held by a person at the time of entry into the armed forces of the United States of America shall be extended for the same period of time for which it was valid at the time of entry, beginning from the date of discharge.

(7) For a certificate requiring teaching experience for renewal, experience as a substitute teacher shall be accepted in lieu of required teaching experience as established in Section 2 of this administrative regulation if the holder of the certificate:

(a) Was employed officially by the local board of education;

(b) Was paid through the board of education; and

(c) Substituted in his or her certification area no less than thirty (30) teaching days per semester.

(8) Work experience at the Education Professional Standards Board, Kentucky Department of Education, or other state or federal educational agency with oversight for elementary and secondary education shall be accepted toward the renewal of a teaching certificate in lieu of teaching experience as established in Section 2 of this administrative regulation.

(9) Teaching experience at a regionally- or nationally-accredited institution of higher education in the academic subject area for which the teacher holds certification shall be accepted toward the renewal of a teaching certificate in lieu of teaching experience as established in Section 2 of this administrative regulation.

(10)(a) Until December 31, 2014, application for certification renewal shall be made on Form TC-2.

(b) Beginning January 1, 2015, application for certification renewal shall be made on Form CA-2.

Section 2. Teaching Experience for Certificate Issuance and Renewal. (1) Teaching experience shall be in a position directly corresponding to the type of teaching certificate for which the application is being made.

(2) A full year of experience shall include at least 140 teaching days of employment performed within the academic year.

(3) A half year of experience shall include at least seventy (70) teaching days of employment performed within an academic semester.

(4) The experience shall include employment on at least a half-time basis as defined in 16 KAR 7:010.

(5) Except as provided by Section 1(7), (8), or (9) of this administrative regulation, the experience shall include employment in either a public school or a regionally- or nationally-accredited nonpublic school.

(6) Experience as a home school teacher shall not be accepted as teaching experience.

(7)(a) Until December 31, 2014, the superintendent of the employing district or chief school officer of the employing nonpublic school shall verify teaching experience on the certification application, Form TC-1, which is incorporated by reference in 16 KAR 2:010, for initial certification or Form TC-2 for certificate renewal.

(b) Beginning January 1, 2015, the superintendent of the employing district or chief school officer of the employing nonpublic school shall verify teaching experience on the Form CA-1, which is incorporated by reference in 16 KAR 2:010, for initial certification or Form CA-2 for certificate renewal.

Section 3. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) "Form CA-2", 03/2014; and

(b) "Form TC-2", rev. 10/03.

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**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item, Waiver B**

**Action Item:**

Request for Waiver of Teaching Experience for Renewal of Teaching Certificate

**Applicable Statute or Regulation:**

16 KAR 4:060

**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 grant certification renewal?

**Background:**

Ms. Kennethia Lee Garrett is requesting a waiver of the three years of classroom teaching experience that is required to renew her teaching certificates in Middle School Social Studies and Middle School Mathematics. Ms. Garrett received a medical diagnosis in January of 2012 that is directly related to her waiver request. She has been on KTRS disability retirement since January 18, 2012. Ms. Garrett is lacking a total of 70 days teaching experience to meet the full requirement of three years teaching experience within the last five year for renewal. See supporting materials under separate cover.

**Alternative Actions:**

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

**Contact Person:**

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Division of Certification  
(502) 564-4606  
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**Date:**

October 12, 2015