



# MINUTES

## Quarterly Certification Update

March 5, 2008 10:00 a.m. to 11:00 a.m.  
K-20 Network and Billings Conference Room, OSPI

**Facilitator:** David Kinnunen.....**Note takers:** Maggie Pazar, Kelli Bennett, David Smith

### Attendees

Professional Education & Certification Staff *Present:* David Kinnunen, Adrienn Verone, Cheryl Jorgensen, Coleen Putaansuu, David Smith, Debbie Culwell, Erica Early, Judy Smith, Kelly Bennett, Laura Gooding, Linda Hobbs, Maggie Pazar, Mary Jo Larsen, Penny Savage, Phyllis Lawson, Ron Baker, Stella Heard. *Absent:* Bob Jones, Carrie Dubuque, Debbie Stevens, Larry Lashway, Levon Leastman, Linda Foster, Michaela Miller, Pat Camp

ESD Cert Office Staff *Present:* ESD 105, ESD 112, ESD 113, OESD 114, PSESD, ESD 123, NCESD 171, NWESD 189 (including some of the following individuals and others not listed: Rita Pilgrim, Danna Roberts, Melissa Kreuder; Nicole Dornan; Suzanne Oswald, Chris Fieldstad; Christine Dosa, Linda Guile; Gloria Cartagena, Holly Quesenberry; Sariann Meredith, and Sally Pagh). *Absent:* ESD 101.

College/University Cert Office Staff *Present:* Antioch, CU., CWU, EWU, Evergreen, Gonzaga, Heritage, Lesley U, Northwest, Saint Martin's, SU., UPS, UW-Bothell, UW-Tacoma, Whitworth, WSU, Walla Walla, WWU (including some of the following individuals and others not listed: Rita Hunter, Nicole Zeger; Crystal Weddington; Lynn Johnson, Cathy Dieter; Dr. Jim Borst, Kris Walker; Mary Skinnner, Pam Skolrud; Dr. Joyce Westgard, Mary Foust, Terri Carney; Dr. Greg Gelderman, Joyce Bhang, Sue Perrin; Dr. Van Hutton, Pat Witkowski; Maggie Foran; Karen Stump; Jon Howeller; Anne Davis, Roger Long, Cathy P. Muzatko, Nancy Fahlgren; Douglas Pierce, Staci Bickelhaupt; Debbie Smart; Judy Gramm, and Dana Edward). *Absent:* PLU, SPU, and UW-Seattle.

OSPI Staff *Present:* Charles Schreck, Esther Baker, Debbie Spaulding. *Absent:* Mary Jo Johnson

### Welcome and Introductions

**David Kinnunen**

David Kinnunen introduced new staff members in the Certification Office—Stella Heard (Karen Stewart's replacement), Erica Early (in position Stella vacated), Penny Savage (Karlina Dannenmiller's replacement), and Adrienn Verone (temporary staff member in the Certification Office)

### Professional Education Updates

**Larry Lashway/Judy Smith/Mary Jo Larsen**

Larry Lashway was not in attendance to give an update.

Judy Smith reported on the actions taken by the PESB at their January meeting:

- The revised language for the Music Endorsement Competencies was approved. Reviewers meet during the summer and fall to revise the competencies and everyone is happy with the revisions.
- The Evergreen State College Site Visit was held. The PESB approved their program for another 5 years.
- The Antioch Site Visit was held and they now have full approval.
- Northeast Washington Consortium (NEWC)—Principal/Administrator certificates received 2-year approval to offer their program.
- Proposal to combine the Business and the Marketing Endorsements into one endorsement was approved.

Mary Jo Larsen gave a report about Professional Certification for Administrators. Five programs were approved, including SPU, PLU, WWU, WSU, and NEWC (EWU, Gonzaga, WSU-Spokane, and Whitworth).

#### **National Board Certification and Teacher Assistance Program Updates**      **Michaela Miller, National Board Certification** **Linda Foster, Teacher Assistance Program**

Linda Foster, Teacher Assistance Program, and Michaela Miller, National Board Certification, were not available to give a report. The following question was asked; it will be forwarded to Michaela.

**Q** Is there any way to find out if any of the graduates have gone on to earn National Board certification? **A** Michaela Miller will be available at the June K-20 to discuss issues regarding National Board Certification.

#### ***Action Items / Person(s) Responsible:***

Share question with Michaela Miller ..... David Kinnunen  
Research and respond to question ..... David Kinnunen/Michaela Miller

#### **NCLB/HQT Update**

**Mary Jo Johnson**

No questions related to NCLB/HQT were asked. Mary Jo Johnson will be sending out a memorandum identifying dates of the road trip to get info out to the state.

#### ***Action items / Person(s) responsible:***

Email David Kinnunen ([david.kinnunen@k12.wa.us](mailto:david.kinnunen@k12.wa.us)) ..... Requester(s)/David Kinnunen  
if you need a copy. David will send it to you.

#### **eCert / CEDARS**

**Debra Spaulding**

Debbie Spaulding, Director, Project Management Office, OSPI, reported on eCert and CEDARS activities.

#### **eCert**

- Moving VAX/Alpha system to a more up-to-date platform

- 1<sup>st</sup> Step is to move certification off mainframe and put it into new environment. They should be able to roll this out in November or December 2008.
- Plan is to incorporate this database with other databases (includes Career and Technical Ed, Higher Qualified Teacher, National Board and Teacher Testing) into one teacher database.
- 2<sup>nd</sup> Step includes enhancements that have been out there for a while. Allow teacher to have the ability to manage their own portfolios

### CEDARS

Purpose is to fulfill some on-going process to pull together all data.

Pull-in student data and teacher data, expend pieces can show sudden programs

Phase 1 to roll out August 2009.

**Q** Still need access to the old cert screen? **A** Remember, the new system is only in pilot form. The eCert site is updated periodically—it is not real data.

**Q** Is the plan to go paperless? **A** Yes, that is the plan. This request will be in the decision package next spring—the goal is to get out of the data-entry business. There is a long wish list from various stakeholders. Educators prefer a “My Profile” process. It will probably be a five or ten year plan before we are done.

### Fingerprinting/OPP Update

**Charles Schreck**

Charles reported that he had no news, and there were no questions asked.

### Certification Updates

**Cheryl Jorgensen/Laura Gooding**

Cheryl Jorgensen reported that the Residency Reissuance Form has been updated and is on our website (revised date is Feb. 2008)

**Q** A question was asked about the Residency Reissuance form and two years of experience.

**A** Calculation is from the time of actual date the individual was issued a residency certificate. An individual must complete 2 years under contract. When entering the 3<sup>rd</sup> year of the contract, the Residency Reissuance form should be filled out and submitted. A substitute teacher contract is not the intent. Part-time 2 years under contract is okay. There is a difference in the Residency Reissuance and the Professional Certificate Program enrollment processes— two separate forms:

- Residency Reissuance. The Statement of First Two Years of Employment/Appliation for Reissuance of the Residency Teacher Certificate form (FORM SPI/Cert 4031R) is filled out by an individual to report whether he/she has completed two consecutive years of teaching in Washington since the issuance of his/her Residency Teacher Certificate.
  - The reissuance can only happen after two consecutive years of employment under contract since the residency was issued. Since completion of provisional status employment for enrollment and completion of two consecutive years of employment after issue date can occur at different times, there are two different forms for recording.
  - Start counting two years after the actual issue date of the certificate.
  - No provisional status requirement any longer. Contact Washington School Personnel Association. May count for employment but not residency 2-year reissuance.

Provisional status and employment dates may not be on the same dates. Start over if they take a year leave of absence.

- Everybody now has 7 years on the residency certificate.
- No expiration date—real live expiration date.
- **Always apply for Reissuance before applying for 2-year renewal.**
- Enrollment in Professional Certificate Program. The Provisional Status/Employer Support Verification form (FORM SPI 4421) is filled out so an individual can enroll in a Professional Certificate program. This form can be completed and submitted to verify:
  - Completion of provisional status employment, or
  - Support for an individual to enroll in the Professional Certificate program, if the individual has not completed provisional status employment.

Mary Jo Larsen shared that old school residency certificates issued in 2000 to 2005 can submit a residency reissuance form to get real expiration date.

**Q** Regarding the two consecutive years requirement, we have heard that it is two consecutive years in Washington State and we have heard it is two consecutive years with the same district. Which is it? **A** Mary Jo shared the answer—with the same school district in Washington.

David Kinnunen shared status items:

- The Certification Office processed 2,500 emails in January and 2,300 emails in February.
- There were 39,000 actions on certificates this last year, the highest it has been.
- Currently, the Certification Office is processing mail/applications from the week of January 28.
- Permits—80% of all permits issued are issued by the ESDs. THANK YOU!

## **PESB/Testing Update**

**Esther Baker**

New dates for testing are coming soon. Count surveys are going very well. Moving into the pilot testing soon. Pearson—Still have day to day decisions—put those into one decision. They should be coming very soon.

The tech fix bill looks good for passing (RCW 28A.410.220). The deadline to implement has been revised to 2010. This date is not in the bill, but the Legislature has been notified of this revision.

The next PESB meeting is in a couple weeks. The agenda is on the website. You can call Esther or Pamela Cook if you have questions.

**Q** Will the announcement include the test sites for West-B & West-E? **A** It will include the areas but not the specific buildings.

**Q** Do you know when that decision will be made? **A** No, not right away, could take up to two weeks.

**Q** When does testing start? **A** The first tests are in September 2008

**Q** When will you know the scores? **A** The scores for tests will not be decided until November or early December 2008. Individuals taking tests in September will not know their scores until that time. Pearson uses 240 as a passing score for the West-E. Esther will check whether that score will be used as a passing score. She will let you know.

**Action items / Person(s) responsible:**

Contact Esther Baker or Pamela Cook if questions about PESB mtg..... Meeting attendees  
Determine if the Pearson passing score of 240 be used? ..... Esther Baker  
Communicate whether Pearson passing score of 240 will be used..... Esther Baker/David Kinnunen  
to meeting attendees

**ESD Updates**

**ESD Representatives**

*ESD 101*—No report, absent

*ESD 105*—**Q** A question about out-of-state endorsements was asked. **A** There are no resolutions yet; we will get it to you as soon as possible. We are in the information gathering stage. Cheryl will email updated out-of-state charts. Committee meeting—no results yet. Will get with ESDs.

*ESD 112*—**Q** Should the HOUSE points-based system still be used to determine whether an individual is highly qualified? **A** The points-based system has not been eliminated yet. Until word is received from Mary Jo Johnson—there is no change.

*ESD 113*—Caught up!

*OESD 114*—Fine, going great.

*PSESD*—Russ Widders reported that there are dead links to the Praxis II results on the testing sites, the links on the Certification website. **Q** Instead of an individual requesting West-B Praxis notification to our office (there is a fee), can they send their original score report to OSPI? **A** Yes, if the individual has original score report with the right score.

*ESD 123*—All is well.

*NCESD 171*—Business is picking up and they are happy for that.

*NWESD 189*—Thank you for updating the 4031R! (Form 1364?).

**Action items / Person(s) responsible:**

Data and answer to out-of-state endorsement question to cert officers..... David Kinnunen  
Check on stack of applications sent to OSPI..... ESD 112  
Dead links to the testing sites on the Certification Website..... David Kinnunen

**College/University Updates**

**College/University Representatives**

*Antioch University Seattle*—No report.

*City University*—No report.

*Central Washington University*—No report.

*Eastern Washington University*—No report.

*Gonzaga University*—No report.

*Heritage University*—Will be going through major computer conversion in July. One question—will call David Kinnunen.

*Lesley University*—Had questions re site visit; will send email to Mary Jo Larsen.

*Northwest University*—Absent—No report

*Pacific Lutheran University*—Absent—No report

*Saint Martin's University*—No report

*Seattle Pacific University*—No questions.

*Seattle University*—Pat had fingerprint issue questions; she will send an email.

*The Evergreen State College*—All is well.

*University of Puget Sound*—No report

*University of Washington-Bothell*—John Howeler had a question re Placement Data Report; he will email David Kinnunen.

*University of Washington-Seattle*—Absent—No report

*University of Washington-Tacoma*—No report

*Whitworth*—We're good.

*Washington State University*—No report

*Walla Walla University*—No report

*Western Washington University*—No comment at this time.



## MINUTES

### Certification Conference Planning

March 5, 2008 11:00 a.m. to 12:00 p.m.  
K-20 Network and Billings Conference Room, OSPI

**Facilitator:** Judy Smith ..... **Note taker:** Maggie Pazar

#### Attendees

Professional Education & Certification Staff *Present:* David Kinnunen, Cheryl Jorgensen, Judy Smith, Kelli Bennett, Maggie Pazar

ESD Cert Office Staff *Present:* Chris Fieldstad, ESD 113; and Sariann Meredith, NCESD 171. *Absent:* Pattie Moench, PSESD.

College/University Cert Office Staff *Present:* Maggie Foran, The Evergreen State College; Douglas Pierce, Washington State University; and Karen Stump, University of Washington-Bothell.

#### Annual Certification Conference Planning

**Judy Smith**

*Question regarding K-20 Certification Update meeting that just adjourned:*

A question was raised about school districts being invited to participate in the K-20 Certification Update meeting. There was discussion about whether there should be a process for inviting school districts to participate. There was belief shared that having school districts participating in the meeting could change the whole tenor of the meeting. Also, it would be very difficult to conduct the meeting in an hour if school districts participate in the meeting. The consensus was that a separate meeting should be held for school district participation. It was shared that OSPI staff used to come to the ESDs and meet with the school district representatives there. This process worked very well.

*Annual Certification Conference Planning Discussion:*

The conference is October 6 and 7 this year.

Theme and Decorations. Judy reported that we have been asked to develop more professional type themes for the Certification Conference. One example of a theme that was not considered professional was the "Giddy-Up for Certification" theme that was used. Judy also reported that we were looking at a movie theme for this year's conference, but staff talked more and thought that the theme, "*Certification 2008: Changing Times*," would be good. We could have various clocks hanging around the room, with different international times. We may be able to somehow incorporate the decorations that were already ordered. There were no objections to this change in theme title.

Meal Planning. Chris Fieldstad will go ahead with ordering sandwiches, soda and water. A question was asked about whether we had enough of everything at the last conference and the answer was that there were no problems. It was decided that we will use pitchers of water instead of bottled water in an effort to be more environmentally friendly.

Registration and Registration Fee. Since there are no more funds available, a registration fee will need to be charged—an amount will need to be determined. Judy shared that David Kinnunen knows a way that that we can run the registration through OSPI. The attendance expectation for this year's conference, the average attendance in the past, and related costs will be reviewed to determine a registration fee amount. Maggie Foran agreed that the plan for now is that she will handle registration.

Program/Agenda. A summary of the discussion follows:

- Corrine McGuigan, Director of Educator Research and Development, OSPI, will give the welcoming address.
- Doug Pierce and David Kinnunen will communicate about possible icebreaker activities.
- Several committee members thought that Steve Milam, a lawyer who presented at the Assessment Conference would be a good presenter. It was agreed that questions should be drafted that Steve can speak to in his presentation.
- Esther Baker is willing to do a testing session on the West E/New West E, a one-hour session. Judy asked the committee to share ideas on this topic now or via email to her.
- It was express that the role-alike sessions should be changed. Chris Fieldstad and Sariann Meredith will facilitate the ESD role-alike groups, and Jon Howeler and Karen Stump will facilitate the college/university role-alike groups.
- Meeting attendees discussed whether the movement of the S275 and the new environment would be far enough along to have Debbie Spaulding make a presentation. David Kinnunen said it should be. The members agreed they would like Debbie Spaulding to do a one-hour general session and 3 quarter hour break-out sessions with the ESD group and the college/university group. Chris Fieldstad reminded everyone that the hotel has some limitations of space for break-out sessions.
- At this time, we will follow the pattern of concluding at noon on Tuesday.

**Action items / Person(s) responsible:**

Theme and Decorations..... Cheryl Jorgensen, Kelli Bennett, and Pattie Moench  
 Communicate re ice-breaker activities ..... David Kinnunen and Doug Pierce  
 Secure Steve Milam as speaker ..... Judy Smith  
 Determine costs of conference to determine registration fee ..... Judy Smith and Chris Fieldstad  
 Finalize Esther Baker's participation as a presenter..... Judy Smith  
 ESD role-alike session re-format and facilitation ..... Chris Fieldstad and Sariann Meredith  
 College/university role-alike session re-format and facilitation ..... Jon Howeler and Karen Stump  
 Secure Debbie Spaulding as a presenter..... David Kinnunen and Judy Smith