

**CONSENT  
FEBRUARY 15, 2018**

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<b>TAB</b>	<b>DESCRIPTION</b>	<b>ACTION</b>
1	<b>AUDIT – AUDIT COMMITTEE MEMBER APPOINTMENT</b>	Motion to Approve
2	<b>IRSA – WWAMI ADMISSIONS COMMITTEE APPOINTMENT</b>	Motion to Approve
3	<b>PPGA – INSTITUTION PRESIDENT APPROVED ALCOHOL PERMITS</b>	Information item
4	<b>SDE –EMERGENCY PROSIONAL CERTIFICATES</b>	Motion to Approve
5	<b>SDE – BOISE STATE UNIVERISTY, PROPOSED SEPCIAL EDUATION DIRECTOR ENDORSEMENT PROGRAM</b>	Motion to Approve

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**SUBJECT**

Appointment of Johanna Hale to Audit Committee

**APPLICABLE STATUTE, RULE, OR POLICY**

Governing Policies and Procedures V.H.  
Board Bylaws I.F.4.b.

**ALIGNMENT WITH STRATEGIC PLAN**

Audit Committee membership is a non-strategic, Board governance agenda item.

**BACKGROUND/DISCUSSION**

Board Bylaws provide that the Audit Committee members shall be appointed by the Board and shall consist of five or more members. Three members of the Committee shall be current Board members and at least two members shall be independent, non-Board members who are familiar with the audit process and permanent residents of the state of Idaho. Members may be reappointed. Johanna Hale, Director of Internal Audit at J.R. Simplot Co., has been nominated to replace Brent Moylan, who recently resigned from the Committee. Ms. Hale's curriculum vitae is provided at Attachment 1.

**IMPACT**

Ms. Hale is well-qualified to serve as a non-Board member of the Audit Committee, and should be an excellent addition to the team. The Audit Committee reviewed the candidate's credentials, met with the candidate, and confirmed that she will meet the requirements established for Committee members within Board bylaws, including:

*No employee of an institution or agency under the governance of the Board shall serve on the Audit Committee. Each Audit Committee member shall be independent, free from any relationship that would interfere with the exercise of her or his independent judgment. Audit Committee members shall not be compensated for their service on the committee, and shall not have a financial interest in, or any other conflict of interest with, any entity doing business with the Board, or any institution or agency under the governance of the Board.*

The Audit Committee members voted unanimously to recommend Ms. Hale's appointment to the Committee.

**ATTACHMENTS**

Attachment 1 – Johanna Hale Bio

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**STAFF COMMENTS AND RECOMMENDATIONS**

Staff recommends the appointment of Ms. Hale as a non-Board member of the Audit Committee.

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**BOARD ACTION**

I move to appoint Johanna Hale as a non-Board member of the Audit Committee for a three (3) year term commencing February 15, 2018.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

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**IDAHO WWAMI MEDICAL EDUCATION PROGRAM/UNIVERSITY OF WASHINGTON  
SCHOOL OF MEDICINE**

**SUBJECT**

WWAMI Admissions Committee Appointment

**REFERENCE**

February 16, 2012	Office of State Board of Education confirmed proposed WWAMI Admissions Committee members, Dr. Rodde Cox and Dr. Kelly Anderson to serve a three-year term, renewable once for an additional three-years.
May 20-21, 2015	Office of State Board of Education confirmed proposed WWAMI Admissions Committee member, Dr. Lance Hansen to serve a three-year term, renewable once for an additional three-years.
April 19, 2017	Office of State Board of Education confirmed proposed WWAMI Admissions Committee members, Dr. Robert McFarland and Dr. Jennifer Gray to serve a three-year term, renewable once for an additional three-years.

**ALIGNMENT WITH STRATEGIC PLAN**

Idaho K-20 Public Education Strategic Plan Goal 2, Innovation and Economic Development, Objective D, Education to Workforce Alignment

**BACKGROUND/DISCUSSION**

WWAMI Contract dated October 14, 1975, which reads, "The University of Washington's Admissions Committee which reviews Idaho candidates shall include at least one member from Idaho who is mutually acceptable to the Idaho Board and to the University of Washington. The University of Washington will have final authority for acceptance or rejection of Idaho program candidates."

The Idaho WWAMI Admissions Committee consists of four physicians from Idaho who interview Idaho students interested in attending the University of Washington School of Medicine. The members of the Idaho WWAMI Admissions Committee serve three-year terms which are renewable once for an additional three years. The terms of the members are staggered so there are always senior members on the committee. Idaho physicians currently serving on the committee are: Dr. Rodde Cox of Boise, Dr. Lance Hansen of Montpelier, Dr. Robert McFarland of Coeur d'Alene, and Dr. Jennifer Gray of McCall. See committee member terms and rotation schedule in Attachment 2.

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Dr. Rodde Cox of Boise will be replaced by Dr. Cynthia Robison Hayes of Boise.

The Idaho Admissions Oversight Nominating Committee consisting of the first-year Idaho WWAMI Director, the Idaho WWAMI Assistant Dean, Idaho State Board of Education Chief Academic Officer, the Idaho Admissions Committee Chair, and a member of the Idaho Medical Association Committee on Medical Education Affairs, reviewed the curriculum vitae (CV) of Dr. Hayes, taking into consideration, among other things, the desire for a geographically diverse committee membership, and a goal of not having more than one sub-specialist on the committee and unanimously support the appointment as a new member of the Idaho Admissions Committee.

**IMPACT**

Admissions interviews take place in Boise over two separate weeks January – March. It is imperative that the committee have the full four-person membership in place by July 2018 to allow Dr. Hayes time to orient and train prior to the beginning of interview season in January, 2019.

**ATTACHMENTS**

Attachment 1-Nomination Letter to ISBOE	Page 3
Attachment 2-Idaho WWAMI Admissions Committee Rotation Schedule	Page 5
Attachment 3-Cynthia Robison Hayes Curriculum Vitae	Page 7

**STAFF COMMENTS AND RECOMMENDATIONS**

Staff recommends approval.

**BOARD ACTION**

I move to approve the request by Idaho WWAMI Medical Education Program/University of Washington School of Medicine to appoint Dr. Cynthia Robison Hayes to the Idaho WWAMI Admissions Committee effective July 2018.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

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**SUBJECT**

Institution President Approved Alcohol Permits

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies and Procedures, I.J.2.b.

**ALIGNMENT WITH STRATEGIC PLAN**

Governance/Oversight required through Board policy to assure a safe environment for students conducive to the institutions mission of educating students.

**BACKGROUND/DISCUSSION**

The chief executive officer of each institution may waive the prohibition against possession or consumption of alcoholic beverages only as permitted by, and in compliance with, Board policy. Immediately upon issuance of an Alcohol Beverage Permit, a complete copy of the application and the permit shall be delivered to the Office of the State Board of Education, and Board staff shall disclose the issuance of the permit to the Board no later than the next Board meeting.

The last update presented to the Board was at the December 21, 2017 Board meeting. Since that meeting, Board staff has received twenty-four (24) permits from Boise State University, six (6) permits from Idaho State University and six (6) permits from the University of Idaho.

Board staff has prepared a brief listing of the permits issued for use. The list is attached for the Board's review.

**ATTACHMENTS**

Attachment 1 - List of Approved Permits by Institution

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**BOARD ACTION**

This item is for informational purposes only. Any action will be at the Board's discretion.

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**PROFESSIONAL STANDARDS COMMISSION**

**SUBJECT**

Emergency Provisional Certificates

**REFERENCE**

December 2016	Board approved six (6) provisional certificates for the 2016-17 school year.
February 2017	Board approved seventeen (17) provisional certificates for the 2016-17 school year.
April 2017	Board approved three (3) provisional certificates for the 2016-17 school year.
June 2017	Board denied one (1) provisional certificate for the 2016-17 school year.
October 2017	Board approved four (4) provisional certificates for the 2017-18 school year.
December 2017	Board approved seventeen (17) provisional certificates for the 2017-18 school year.

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Sections 33-1201 and 33-1203, Idaho Code

**ALIGNMENT WITH STRATEGIC PLAN**

Goal 1: A Well Educated Citizenry, Objective D, Quality Education  
Goal 4: Effective and Efficient Educational System, Objective A, Quality Teaching Workforce.

**BACKGROUND/DISCUSSION**

Seven (7) emergency provisional applications were received by the State Department of Education from the school districts listed below. Emergency provisional applications allow a district/charter to request one-year emergency certification for a candidate who does not hold a current Idaho certificate/credential, but who has the strong content background and some educational pedagogy, to fill an area of need that requires certification/endorsement. While the candidate is under emergency provisional certification, no financial penalties will be assessed to the hiring district.

**Boundary County School District #101**

**Applicant Name:** Westbrook, Kristina

**Content & Grade Range:** All Subjects K-8

**Educational Level:** AA – General Studies 5/2016

**Declared Emergency:** November 13, 2017, Boundary County School District Board of Trustees declared an emergency area of need exists for the 2017-2018 school year.

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**Summary of Recruitment Efforts:** Boundary County School District had a teacher resign 10/9/2017 due to family matters. They brought in a long term sub, Ms. Westbrook. She was interested in certification and has enrolled in a program at Lewis Clark State College. She is scheduled to do her student teaching in Fall 2018.

**PSC Review:** The Professional Standards Commission Authorizations Committee met December 12, 2017. The committee recommends Boundary County School District's request for Kristina Westbrook without reservation.

**Emmett School District #221**

**Applicant Name:** Morrison, Shelbi

**Content & Grade Range:** Special Education Consulting Teacher K-12

**Educational Level:** MA – Special Education 8/2017, BA – Psychology 6/2011

**Declared Emergency:** October 12, 2017, Emmett School District Board of Trustees declared an emergency area of need exists for the 2017-2018 school year.

**Summary of Recruitment Efforts:** Due to an increase in student behavioral concerns and needs in both general and special education, Emmett School District has created a new position called Behavior Intervention Specialist. After review with Dr. Charlie Silva, it was agreed that the responsibilities match that of the Special Education Consulting Teacher endorsement. Dr. Silva confirmed that this endorsement does not allow the candidate to instruct students. She further added that the district and candidate need to familiarize themselves with billing requirements in the School Based Medicaid Handbook and the Idaho Training Clearinghouse.

**PSC Review:** The Professional Standards Commission Authorizations Committee met December 12, 2017. The committee recommends Emmett School District's request for Shelbi Morrison without reservation.

**Idaho Science and Technology Charter School #468**

**Applicant Name:** Lee, Shanna

**Content & Grade Range:** All Subjects K-8

**Educational Level:** BA, Health/PE 1992

**Declared Emergency:** July 10, 2017, Idaho Science and Technology Charter School Board of Trustees declared an emergency area of need exists for the 2017-2018 school year.

**Summary of Recruitment Efforts:** Idaho Science and Technology Charter had 4 vacancies to start the year. Ms. Lee holds a bachelor's degree and is willing to enroll in ABCTE for Summer 2018.

**PSC Review:** The Professional Standards Commission Authorizations Committee met December 12, 2017. The committee recommends Idaho Science and Technology Charter School's request for Shanna Lee without reservation.

**Idaho Science and Technology Charter School #468**

**Applicant Name:** Paxman, Rachelle

**Content & Grade Range:** All Subjects K-8

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**Educational Level:** BA, Recreational Management, minor Psychology  
**Declared Emergency:** July 10, 2017, Idaho Science and Technology Charter School Board of Trustees declared an emergency area of need exists for the 2017-2018 school year.

**Summary of Recruitment Efforts:** Idaho Science and Technology Charter had 4 vacancies to start the year. Ms. Paxman holds a bachelor's degree and is willing to enroll in ABCTE for Summer 2018.

**PSC Review:** The Professional Standards Commission Authorizations Committee met December 12, 2017. The committee recommends Idaho Science and Technology Charter School's request for Rachelle Paxman without reservation.

**Joint School District #002**

**Applicant Name:** Kehn, Rebecca

**Content & Grade Range:** Health 5-9

**Educational Level:** MA in Teaching, BA - English, currently certified English 6-12

**Declared Emergency:** December 12, 2017, Joint School District Board of Trustees declared an emergency area of need exists for the 2017-2018 school year.

**Summary of Recruitment Efforts:** Joint School District #2 received the resignation of a teacher on July 4, 2017. The schedule was filled with current staff. Ms. Kehn was the most qualified. There is no intention of a plan that would lead to a Health endorsement at this time.

**PSC Review:** The Professional Standards Commission Authorizations Committee met December 12, 2017. The committee recommends Joint School District #002's request for Rebecca Kehn without reservation.

**Kimberly School District #414**

**Applicant Name:** Mueller, Rachelle

**Content & Grade Range:** All Subjects K-8

**Educational Level:** BS - Radio/TV/Digital Media Prod, minor Art 12/2006

**Declared Emergency:** July 19, 2017, Joint School District Board of Trustees declared an emergency area of need exists for the 2017-2018 school year.

**Summary of Recruitment Efforts:** Rachelle was enrolled in ABCTE for the 2016-17 school year, but was unable to complete all of the components. After re-evaluation of her plan she has decided to change to Western Governors University. Unfortunately, she is unable to enroll in the teacher preparation program or obtain a plan until she completes pre-requisite coursework. She will work on pre-requisites this school year and anticipates enrollment for 2018-19 school year in the teacher preparation program.

**PSC Review:** The Professional Standards Commission Authorizations Committee met December 12, 2017. The committee recommends Kimberly School District's request for Rachelle Mueller without reservation.

**Wendell School District #232**

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**Applicant Name:** Mitchell, Danielle

**Content & Grade Range:** Mathematics 6-12

**Educational Level:** 42 credits based on August 2017 transcript

**Declared Emergency:** August 15, 2017, Wendell School District Board of Trustees declared an emergency area of need exists for the 2017-2018 school year.

**Summary of Recruitment Efforts:** Wendell School District had three interviews. One candidate was certified but took another position within the district. The second applicant was certified but was not a good fit. Ms. Mitchell was the best fit for the district. She is currently enrolled in Western Governors University and will do her student teaching in January of 2019.

**PSC Review:** The Professional Standards Commission Authorizations Committee met December 12, 2017. The committee recommends Wendell School District's request for Danielle Mitchell without reservation.

**IMPACT**

If the emergency provisional certificate is not approved, the school district will have no certificated staff to serve in the position and funding could be impacted.

**STAFF COMMENTS AND RECOMMENDATIONS**

Pursuant to Section 33-1201, Idaho Code "every person who is employed to serve in any elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse or school librarian shall be required to have and to hold a certificate issued under the authority of the State Board of Education..." Section 33-1203, Idaho Code, prohibits the Board from authorizing standard certificates to individuals who have less than four (4) years of accredited college training except in occupational fields or emergency situations. When an emergency is declared, the Board is authorized to grant one-year provisional certificates based on not less than two (2) years of college training. The two year minimum requirement could be interpreted to mean the individual has attended a postsecondary institution without regard to the number of credits taken each year, however, the intent of the two year requirement is that the individual attended full time for two or more years. The Board defines a full time student as a student taking 12 or credits (or equivalent) per semester pursuant to Board policy III.P.7. Full-Time Students.

Section 33-512, Idaho Code, defines substitute teachers as "as any individual who temporarily replaces a certificated classroom educator..." Neither Idaho Code, nor administrative rule, limits the amount of time a substitute teacher may be employed to cover a classroom. In some cases, school districts may use an individual as a long-term substitute prior to requesting provisional certification for the individual.

The Department receives applications from the school districts for requests for provisional certifications, Department staff then work with the school districts to ensure the applications are complete. The Professional Standards Commission

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then reviews requests for the one-year provisional certificates, and those that are complete and meet the minimum requirements are then brought forward by the Department to the Board for consideration with a recommendation from the Professional Standards Commission.

**BOARD ACTION**

I move to approve one-year emergency provisional certificates for Kristina Westbrook, Shelbi Morrison, Shanna Lee, Rachelle Paxman, Rebecca Kehn, Rachelle Mueller and Danielle Mitchell to teach the content area and grade ranges at the specified school districts as provided herein.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

**OR**

I move to approve a one-year emergency provisional certificate for Kristina Westbrook to teach All Subjects grades kindergarten through eight (8) in the Boundary County School District #101 for the 2017-18 school year.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve a one-year emergency provisional certificate for Shelbi Morrison to serve as Special Education Consulting Teacher grades kindergarten through twelve (12) in the Emmett School District #221 for the 2017-18 school year.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve a one-year emergency provisional certificate for Shanna Lee to teach All Subjects grades kindergarten through eight (8) in the Idaho Science and Technology Charter School #468 for the 2017-18 school year.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve a one-year emergency provisional certificate for Rachelle Paxman to teach All Subjects grades kindergarten through eight (8) in the Idaho Science and Technology Charter School #468 for the 2017-18 school year.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

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I move to approve a one-year emergency provisional certificate for Rebecca Kehn to teach Health grades five (5) through nine (9) in the Joint School District #002 for the 2017-18 school year.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve a one-year emergency provisional certificate for Rachelle Mueller to teach All Subjects grades kindergarten through eight (8) in the Kimberly School District #414 for the 2017-18 school year.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

I move to approve a one-year emergency provisional certificate for Danielle Mitchell to teach Mathematics grades six (6) through twelve (12) in the Wendell School District #232 for the 2017-18 school year.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

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**PROFESSIONAL STANDARDS COMMISSION**

**SUBJECT**

Boise State University; Proposed Special Education Director Endorsement Program

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures; Section 33-114 and 33-1258, Idaho Code

Idaho Administrative code, IDAPA 08.02.02.100-Official Vehicle for the Approval of Teacher Education Programs

**ALIGNMENT WITH STRATEGIC PLAN**

Goal 1: A Well Educated Citizenry, Objective D, Quality Education

Goal 4: Effective and Efficient Educational System, Objective A, Quality Teaching Workforce.

**BACKGROUND/DISCUSSION**

The Standards Committee of the Professional Standards Commission (PSC) conducted a New Program Approval Desk Review of the Special Education Director endorsement program proposed by Boise State University (BSU). Through the comprehensive presentation, the Standards Committee gained a clear understanding that all of the Idaho School Administrator Standards and the Special Education Director Standards would be met and/or surpassed through the proposed program.

During its September 2017 meeting, the PSC voted to recommend Conditional Approval of the proposed Special Education Director endorsement program offered through BSU. With the conditionally approved status, BSU may admit candidates to the Special Education Director endorsement program, and will undergo full approval once there are program completers.

**IMPACT**

In order to maintain status as an Idaho approved program and produce graduates eligible for Idaho educator certification, BSU must have all new programs reviewed for State Board approval.

**ATTACHMENTS**

Attachment 1 – BSU Special Education Director New Program  
Proposal Packet

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**STAFF COMMENTS AND RECOMMENDATIONS**

Pursuant to Section 33-114, Idaho Code, the review and approval of all teacher preparation programs in the state is vested in the State Board of Education. The program reviews are conducted for the Board through the Professional

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Standards Commission (Commission). Recommendations are then brought forward to the Board for consideration. The review process is designed to ensure the programs are meeting the Board approved standards for Initial Certification of Professional School Personnel (Certification Standards) for the applicable program areas. Certification Standards are designed to ensure that educators are prepared to teach the state content standards for their applicable subject areas and are up-to-date on best practices in various teaching methodologies.

Current practice is for the Commission to review new programs and make recommendations to the Board regarding program approval. New program reviews are conducted through a "Desk Review" and do not include an on-site review. The Commission review process evaluates whether or not the programs meet or will meet the approved Certification Standards for the applicable certificate and endorsement area. The Commission may recommend to the Board that a program be "Approved," "Not Approved," or "Conditionally Approved." Programs conditionally approved are required to have a subsequent focus visit. The focus visit is scheduled three years following the conditional approval, at which time the Commission forwards a new recommendation to the Board regarding approval status of the program.

Once approved by the Board, candidates completing these programs will be able to apply for a Standard Instructional Certificate with an endorsement in the area of study completed.

**BOARD ACTION**

I move to accept the Professional Standards Commission recommendation to conditionally approve the Special Education Director endorsement program offered through Boise State University.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_