

CENTRAL WASHINGTON UNIVERSITY

PROFESSIONAL EDUCATION ADVISORY BOARD (PEAB) SCHOOL ADMINISTRATION PROGRAM

October 3, 2001

Meeting Minutes

ATTENDING: Dr. Jack McPherson, Dr. Alberta Thyfault, Dr. Leland Chapman,
Dr. Gary Shelly, Mr. Paul Coppin, Mrs. Kristin Seibel, Ms.
Michele Wadeikis, Mrs. Evelyn Nelson, Mrs. Crystal Weddington

GUESTS: Dr. David Shorr, Teacher Education Programs Department Chair

RECORDING: Crystal Weddington

1. Dr. Lee Chapman called the meeting to order at 8:33 AM.
2. Introductions were made by all.
3. Dr. Shorr, seconded by Dr. Thyfault to approve the minutes as presented, moved the minutes of the June 22, 2001 meeting. Motion passed unanimously.
4. The October 3, 2001 agenda was moved by Mrs. Nelson, seconded by Mrs. Seibel to approve the agenda as presented. Motion passes unanimously.
5. **Good News:** Dr. Shelly shared that his trip from Seattle to Ellensburg this morning was beautiful. He also informed the board that classes for fall quarter have started and he has been seeing a lot of students from the SeaTac campus. Mrs. Nelson said the CAT Project is well under way. The program is an international focus, as she will be traveling to Kent, England this summer. Money is still coming in to fund the project. Dr. Shorr expressed how happy he is to have the two new faculty members for Teacher Education Programs on board. He also shared that he has no worries about the new faculty members. Mr. Coppin informed the board that the Ellensburg School District passed a bond for a new high school, which will have a trickle effect and impact other buildings. He shared that the turn out for the elections for the bond was great due to the time spent on contacting supporters and recent national events. Dr. Chapman delivered fruit to Portland over the weekend and received a 1964 Corvair convertible as a trade. He has not told his wife yet! Mrs. Seibel told the board that after listening and responding to the community, her school has been approved to offer two all day – everyday kindergarten classes. The school continues to have one half-day kindergarten class also. Mrs. Seibel was happy to share that the power plant has brought new clientele to the school. The overall enrollment for the primary school

is down. However, the enrollment for the high school is up. Mrs. Seibel also expressed her joy in sharing that she is now a new grandma.

6. **TEP Chair's Report:** Dr. Shorr shared the enrollment for Central Washington University is up from the past two years. He told the PEAB board that the Teacher Education Department is trying something new as far as advising goes. Crystal Weddington is now doing the initial advising for TEP majors. Dr. Shorr said this change should provide students with consistent advice and a person who will always be here as a first stop before seeking a faculty advisor. With the current University wide budget cuts, Dr. Shorr was happy to share that the TEP Department continues to be solvent. He is excited about the upcoming year and exploring new ideas with a new group of PEAB members.
7. **PEAB Business/Informational:**
 - a) 2001 – 2002 Interns: Dr. Chapman continues to travel to the Spokane/Wenatchee/Seattle areas to visit his nine interns. He shared that he has a great group of interns who have a great deal of support from the school districts. He says the future looks good! Dr. Shelly travels to the Aberdeen/Kent areas to visit his nine interns. He also agrees with Dr. Chapman in regards to having a great group of interns and the outlook on the future. Dr. Shelly felt that the school districts were going to do their best to keep/grow their own principals. He acknowledged Dr. McPherson and the great job he did on the School Administrator Certification Handbook. Dr. McPherson travels to the Yakima/Grandview/Kitsap/Puyallup areas to visit his 12 interns. He has a great group who are very talented. Dr. Thyfault travels to the Puyallup/Everett/Pasco areas to visit her three interns. She expressed her concern that her interns may not receive the quality opportunities that the internship can offer due to the needed time spent in the classroom. She suggested the board put the Administrator Certification Handbook on a disc and available for students. In order to gain experience with video-conferencing, Dr. Thyfault informed the board she would be conducting two video-conferencing meetings with her interns. She agreed with Dr. Shelly about the school districts grooming their own principals and administrators.
 - b) Follow up “Not Approved” & “Contingency” acceptance: Dr. Thyfault told the board that she still has not heard from Mr. Cory McIntyre regarding his plans for gaining the Special Education and Multicultural experience needed for full admission to the Administrator Certification Program. She continues to be willing to meet with Mr. McIntyre.
 - c) Pre-Autumn Intern Meeting Evaluations: The board reviewed the comments on the evaluations of the meeting. Dr. Chapman told the board he is open for suggestions in making changes for the Intern meetings. The overall outcome of the Intern meeting was extremely positive. A suggestion the Interns made was they would like longer time with their supervisors.

- d) New Business: Dr. Chapman reviewed the annual PEAB report with the board and expressed how important it is for people to be involved and share ideas and/or feedback with the Educational Administration faculty. Dr. Chapman's goal is to build the best program possible. Dr. McPherson asked for a contact name from the private school sector. The names of Mrs. Culver, Joe Vidot, Paul Ferris, Mike Franza, Fred McCarthy, and Kevin Lusk were given. Drs. Shelly, McPherson, and Chapman will be contacting these people to ask them if they would like to join the PEAB Board.
- e) Letter from Sylvia Severn: Mrs. Seibel presented a letter written by Dr. Severn who was unable to attend the PEAB meeting. The letter had three questions regarding the June 22 minutes:
- 1) The motion to *advise students to take EDSE 512 prior to interning*: Dr. Severn wrote that the language of the motion was vague. She would like clarification on whether or not the board is suggesting or requiring the students to take EDSE 512 prior to interning.
 - 2) The motion to enforce *additional courses may be required*: Dr. Severn is concerned that if the Board notes that the candidate needs more SPED/Multicultural classes, that it hasn't been enforced. The phrase "may be" is weak language and could be why nothing has been enforced. She suggested that once a decision has been made, to then clearly outline it in the Educational Administration brochure and enforce it.
 - 3) The *Past Practice* issue regarding interns in private schools: Dr. Severn wondered if the Board needed to formalize the procedure or if it could be challenged if left as "past practice".
- Dr. Thyfault told the Board that she is open for suggestions in regards to Dr. Severn's questions. She said she didn't want to lock a student out of an internship due to the student needing one class. She informed the board that the feedback from many past interns was they would have liked to have taken more Special Education/Multicultural courses prior to interning. The Board addressed the issue of "advising" versus "requiring". Mrs. Nelson pointed out the importance of the transition between the two. Dr. Shelly and Dr. Chapman brought the issue of requiring a course to the Board. If the Board is going to require a certain course be taken prior to interning, the course needs to be offered and not cancelled. Discussion followed. A vote will not be made until further formal discussion can be made at the January 31 meeting.
- f) WCEAP Meeting: Dr. McPherson informed the Board that the Professional Education Advisory Board Conference would be on October 4 in Wenatchee. There will also be a WCEAP meeting on October 19 in Seattle in conjunction with the WACTE meeting. He is hoping Drs. Chapman, Shelly, and Thyfault will join him in representing Central Washington University at the meeting.
- g) Scholarship for interns: Mrs. Nelson announced that Ms. Wadeikis received the first scholarship for superintendent interns and is very

excited. However, there are strict rules on how the money from the scholarship is spent. Presently, the money can only be spent on substitutes for Ms. Wadeikis. Mrs. Nelson would rather spend the money during the summer when Ms. Wadeikis will be attending superintendent conferences, budget meetings, etc. Mrs. Nelson would appreciate any lobbying assistance in adjusting the 45-day substitute policy.

8. **Other Business:**

- a. 2001- 2002 Elections: Mrs. Nelson nominated Mr. Paul Coppin for the position of PEAB Chair. Mrs. Seibel seconded. The vote was unanimous.

9. **Screening of Administrator Candidates:**

The following two applicants were approved for full admission to the CWU Administrator Certification Program, fall quarter, 2001:

Kim Mathey, Supervision and Curriculum (P-12)

Michael Jacobsen, Initial Administrator/Special Education (P-12)

The following three applicants were approved for conditional admission to the CWU Administrator Certification Program, fall quarter, 2001:

Daniel Schlotfeldt, Initial Elementary Principal (P-9): needs EDF 507

Lynn Fallows, Initial Secondary Principal (4-12): needs EDF 507

William Lund, Initial Secondary Principal (4-12): needs EDSE 512 and EDF 507

The following four applicants were not approved to the CWU Administrator Certification Program, fall quarter, 2001, but will be reconsidered at the January 31 meeting:

Margaret Mesaros, Initial Administrator/Special Education (P-12): needs a copy of Central Washington University's transcript and verification that she is an ESL teacher

Cindy Pratt, Initial Elementary Principal (P-9): needs one recommendation and EDSE 512 and EDF 507

Keith Swanson, Initial Secondary Principal (4-12): needs one recommendation and EDSE 512 and EDF 507

Amy Nelson, Initial Elementary Principal (P-9): needs two recommendations and EDSE 512 and EDF 507

Cory McIntyre who was approved on a contingency bases (April, 2001) was reviewed for the third time. No action was taken. He does not meet the criteria and has not agreed to the plan outlined for him by Dr. Thyfault.

10. **Suggested Meeting Dates for 2001 – 2002:** Mr. Coppin presented the meeting dates for the 2001-2002 year. All agreed.
 - a. October 3, 2001
 - b. January 31, 2002
 - c. April 30, 2002
 - d. June 28, 2002

11. **Additional Programs Offered Off Campus:** Drs. Shelly and Chapman informed the Board that they had met with Dr. Shorr to discuss offering the Administration program at the Lynnwood campus. Dr. Shelly feels that the program would be greatly supported and the students at the Lynnwood campus would be thrilled. Dr. Chapman addressed the need for the program in Wenatchee also. Dr. Shelly expressed the tremendous need for principals everywhere. Mrs. Nelson inquired about the standard procedure for developing a program at a new location. Discussion followed. Mr. Coppin will be adding it to the agenda for the January 31 meeting.

12. **Next Meeting:** Thursday, January 31, 2002

13. The meeting was adjourned at 10:48 AM.