

CENTRAL WASHINGTON UNIVERSITY

**PROFESSIONAL EDUCATION ADVISORY BOARD (PEAB)
SCHOOL ADMINISTRATION PROGRAM**

**JUNE 26, 2003
Meeting Minutes**

ATTENDING: Dr. Jack McPherson, Dr. Leland Chapman, Dr. Alberta Thyfault, Mr. Greg Waddle, Mr. Tim McGlothlin, Mr. Paul Coppin, Dr. Gretta Merwin, Dr. Gary Shelly, Dr. Kristine Brynildsen-Smith, Mrs. Nancy Schnebly.

NOT ATTENDING: Dr. Robert Beath, Ms. Michele Wadeikis.

RECORDING: Nancy Schnebly

1. Mr. Paul Coppin called the June meeting to order at 9:05 AM
2. Nancy Schnebly was introduced by Dr. Chapman. She is “temping” for Crystal Weddington. Crystal has decided to take a new job with PeopleSoft.
3. Minutes of April 25, 2003 stand approved by Board.
4. Agenda of June 26, 2003 was approved.
5. **Good News:** Dr. Chapman started the good news report by relating a story about his son’s memorabilia collection. Dr. Brynildsen-Smith informed us that she had been a part of a groundbreaking ceremony for a new building. Mr. Waddle said this was a “good time” of year – school is out and the pace has slowed down. Dr. Thyfault mentioned she’d survived Spring quarter and Summer quarter was off to a great start. Dr. Merwin was happy to report the school district had renewed her contract to 2006. Mr. McGlothlin’s son has been chosen for a State ASB Leadership Conference. This is quite an honor because only a handful gets to go to this conference. Dr. McPherson’s daughter was visiting. Dr. Shelly informed the Board that Westside Commencement went well.
6. **T.E.P Chair’s Report:** Dr. David Shorr had no report.
7. **PEAB Business/Informational:**
 - A. School Administration, Summer Quarter: Dr. Chapman reported all summer classes were full. This is a good direction for the program to take.
 - B. School Administration Personnel: Everyone is well and working hard.
 - C. Spring Intern Meeting Evaluation: Dr. McPherson reported that the meeting went well. Dr. Shelly agreed. Most evaluations were positive. However, some interns seemed “needy”; and this takes more time to advise. Discussion followed about

leadership qualities. Those qualities were: meeting deadlines, taking initiative, staying focused which are important tools to be in the program and in the educational setting. Dr. Chapman expressed some concern over intern's lack of experience and understanding of the whole educational culture. Dr. Thyfault felt the Board needs to keep the *bar* high. This might weed-out the "high maintenance" type of student. Dr. Shelly informed the Board that this program is good and solid. All agreed.

- D. Annual PEAB Report: Dr. Chapman informed the annual report would be sent. There were no budget issues and state requirements had been met. However, next year the Board could expect some changes.
- E. WCEAP recommendations for ISSLC Standards and Program certification with SBE prior to September, 2004: Mr. Coppin first asked the Board what all the letters meant. WCEAP – Washington Colleges of Education of Administrator Preparation, ISSLC – Interstate School Leaders License Conference, SBE – State Board of Education. Dr. Chapman reported the WCEAP is a group of Administration Program Directors in Washington representing 11 colleges/universities. They are meeting in Spokane (Friday-June 27, 2003) at Whitworth College to evaluate the performance standards of the current 21 domains. The ISSLC is reorganizing the program, which should be in place by September, 2004. Dr. Shelly told the Board our CWU program should have no problem with adjusting to ISSLC standards.
- F. PEAB Composition: Ms. Wadeikis has rotated off the Board. The Board needs to look for a replacement. Please submit names to Dr. Chapman or Dr. Shelly. Elections were held for a new chair – Mr. Tim McGlothlin was unanimously elected. Elections were then held for a new vice-chair – Dr. Kristine Brynildsen-Smith was unanimously elected. Congratulations! Mr. McGlothlin and Dr. Brynildsen-Smith's terms start in October, 2003.
- G. 2003 – 2004 Meeting Dates: The Board adjusted the dates. Changes are as follows:
 - October 24, 2003 (Friday) – no change
 - January 30, 2004 (Friday) – no change
 - April 24, 2004 – changed to April 23, 2004 (Friday)
 - June 26, 2004 – changed to June 25, 2004 (Friday)

8. **Other Business:**

- A. Interview with Master's in Administration candidate – Melissa Routh: She cancelled the interview and would like to reschedule.
- B. Interview with Administrator Certification candidate – Robert Talbert: This interview was scheduled for 11:15 AM. He attended this interview.

Before the interview, the Board discussed questions. They are as follows:

1. As a specialist, you have little classroom experience on a daily basis – do you think this would help or hinder you as an Administrator?
2. How does your job, now, provide leadership opportunities?
3. Where do you see yourself in 3 – 5 years?

Dr. Shelly placed before the Board a possibility of interviewing applicants prior to entrance into the program. Discussion followed. No decision made. The Board then discussed qualities of a successful candidate: They are as follows:

1. Diplomatic with people
2. Solid core of beliefs and standards
3. A disciplined and focused individual
4. Team oriented
5. Be a leader
6. Good listener
7. Able to hold academic standard high
8. Passionate about education
9. Ability to motivate and inspire others.

Robert Talbert then arrived for his interview.

- C. Dr. Kristine Bynildsen-Smith, who represents the WFIS (Washington Federation of Independent Schools), handed-out copies of a recent news release about a lawsuit challenging college/universities' practice of forbidding teacher degree candidates from student teaching in religious schools. Some discussion followed.

9. Screening of Candidates:

The following applicants were approved for full admission to the CWU – Administrator Certification Program for Fall, 2003:

Joan Coe, Initial Elementary Principal (P-9)
Cindy Pratt, Initial Elementary Principal (P-9)

The following applicants were approved for conditional admission to the CWU – Administrator Certification Program for Fall, 2003:

Todd Dempewolf, Initial Principal (P-12): needs documentation of classroom experience.

Sandra Erak, Initial Elementary Principal (P-9): needs EDF 507 and EDSE 512.

Bruce Fein, Initial Principal (P-12): needs EDF 507 and EDSE 512.

M. Karen Harrington, Initial Principal (P-12): needs EDF 507 and EDSE 512.

Tammie Jensen-Tabor, Initial Program Administrator-SPED (P-12): needs EDSE 512.

David Myers, Initial Secondary Principal (4-12): needs EDF 507 and EDSE 512.

Jennifer O'Boyle, Initial Secondary Principal (4-12): needs EDF 507 and EDSE 512.

Robert Talbert, Initial Principal (P-12): needs EDSE 512.

The following applicants were not approved to the CWU-Administrator Certification Program for Fall, 2003; but may be re-considered at the October 24, 2003 meeting.

William Casey Buck II, Initial Principal (P-12): incomplete file- missing Statement of Educational Leadership and Experience and copy of valid teaching certificate.

Warren Fyfe, Initial Principal (P-12): incomplete file – not admitted to CWU.

Robert Moffat, Initial Principal (P-12): incomplete file – no recommendation from the Superintendent.

LynnDee Stevens, Initial Principal (P-12): no change in file – low recommendation scores.

Kay Turner, Initial Elementary Principal (P-9): low recommendation scores.

Marcus Yoder, Initial Principal (P-12): incomplete file.

Suzan Zakhary, Initial Administrator-Supervision and Curriculum: incomplete file – needs recommendation from Superintendent, Personal Statement of Educational Leadership and Experience, EDSE 512. Has not been admitted to CWU.

10. **Next Meeting:** Friday, October 24, 2003 at 9:00 AM.

11. The meeting was adjourned at 12:30 PM.