AGENDA & MINUTES

Attendees
Janice Broten (La Center School District)       Jill Shelley (White Salmon School District)
Mike Esping (ESD 112)                          Aaron Smith (Camas Public Schools)
Mark Gardner (Camas Public Schools)            LeAnne Strickler (Evergreen Public Schools)
Matt Hoffman (ESD 112)                         Carla Sutton (Battle Ground School District)
Sara Kaviani (Evergreen Public Schools)        Victoria Wells (Kalama School District)
Bill Oman (Evergreen Public Schools)           Kathy Whitlock (ESD 112)
Jami Phelps (Vancouver Public Schools)

Agenda Items

Introductions
PEAB members introduced themselves and described their professional background.

Appreciation
Mike Esping thanked several individuals who have been involved in the development of the ESD-U program, including Mark Gardner, LeAnne Strickler, Jami Phelps, Mike Nerland, Kathy Whitlock, Alissa Jolly, Malena Goerl, Effie Triol, Dave Irwin, Tony Dunn and Elizabeth Price.

Meeting Paperwork
Alissa Jolly discussed the procedures for submitting paperwork relating to the meeting including clock hour paperwork, substitute reimbursement paperwork and travel reimbursement paperwork.

Program Development Update
Mike Esping reviewed what has been accomplished since the last PEAB meeting:
- Application to Professional Educator Standards Board (PESB) submitted – June 2, 2017
- Approval received from PESB – July 18, 2017
- PEAB Program Development Workgroup – July 28, 2017 & September 27, 2017
- Applicant Interest Form & Website posted online – September 23, 2017
- Washington Student Achievement Council (WSAC) Application submitted – September 15, 2017
- Alternative Routes Block Grant (ARBG) Application submitted – October 9, 2017
- Conditional approval received from WSAC – October 18, 2017
- PESB site visit for program review and data collection guidance – October 20, 2017

Program Development Next Steps
Mike Esping reviewed the next steps in program development and the approximate date they should be finalized:
- ARBG scoring and grant award – November
- Re-tooling candidate application materials – November
- Course refinement – November-January
- Initial certification candidate application materials – December
- Re-tooling candidate admissions – December
Conditional Scholarship applications for re-tooling candidates – January 12, 2018
Instructor selection process – January
Initial certification candidate admissions – January-March
Course refinement & course approval – January-June

Members reviewed the draft of the ESD-U handbook and provided feedback. They worked in a variety of settings including individually, in small groups, and as a full group.

Approval on Handbook
Members reviewed the draft of the ESD-U handbook and provided written feedback. Victoria Wells motioned to approve the ESD-U handbook, pending updates based on PEAB feedback, and Bill Oman seconded the motion. The ESD-U handbook, pending updates, was unanimously approved.

Survey
Members were asked to complete a survey at the end of the meeting.

Follow-Up Actions
- The ESD-U handbook will be updated based on the PEAB’s feedback and will be reposted on the ESD-U website. The ‘draft’ watermark will be removed, however the note ‘to be approved by the PEAB’ will remain until final approval at the next PEAB meeting.
- Members were asked to sign-up or recommend others for upcoming workgroups which will develop ESD-U documents and procedures.
- PEAB members were sent a Doodle poll to determine specific dates for the next two PEAB meetings.

Next Meeting
The next PEAB meetings will be held on:
- Friday, January 12th, 2018
- Thursday, March 29th, 2018