

## AGENDA & MINUTES

### Attendees

Janice Broten (La Center School District)  
Mike Esping (ESD 112)  
Mark Gardner (Camas Public Schools)  
Matt Hoffman (ESD 112)  
Sara Kaviani (Evergreen Public Schools)  
Bill Oman (Evergreen Public Schools)  
Jami Phelps (Vancouver Public Schools)

Jill Shelley (White Salmon School District)  
Aaron Smith (Camas Public Schools)  
LeAnne Strickler (Evergreen Public Schools)  
Carla Sutton (Battle Ground School District)  
Victoria Wells (Kalama School District)  
Kathy Whitlock (ESD 112)

### 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

### **Handbook Review and Feedback (Accountability – Standard 2, Program Design - Standard 4)**

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 12<sup>th</sup>, 2018
- Thursday, March 29<sup>th</sup>, 2018