Woodring College of Education | Western Washington University

EDUCATIONAL ADMINISTRATION

PROFESSIONAL EDUCATION ADVISORY BOARD

Minutes of Meeting – May 15, 2015

PRESENT: Warren Aller (WWU), Mariah Butenschoen (EDAD Student Representative), Gail Coulter (WWU, Chair of Special Education & Education Leadership Department – ex-officio), James Everett (AWSP), Leslie Harrington (WEA), Joseph Hunter (WWU), Bernardo Ibarra (WSCA), Kevin Kaemingk (WFIS), Diane Kirchner-Scott (WASA), Don Larsen (WWU), Wayne Robertson (WWU), Ron Spanjer, Chair (WASA)

ABSENT: Gail Coulter (WWU, Chair of Special Education & Education Leadership Department – ex-officio), Pamela Estvold (WASA), Tod Klundt (AWSP), Crystal Knight (AWSP), Cindy Stockwell (WASA), and Francisco Rios (WWU, Associate Dean – ex-officio)

SUPPORT: Kimberly Caulfield (WWU and PEAB Support Staff), Bergitte Olsen (EDAD Graduate Student)

SUMMARY:

Welcome and Introductions

1. Approval of February 19, 2015, PEAB Minutes
2. Program Assessments
3. Intern Portfolio Presentations
4. SIS Pilot Project
5. Program Reports/Recruitment
6. 2014-15 List of EDAD Adjuncts
7. PEAB Membership/Willingness to Continue to Serve on PEAB
8. Election of PEAB Chair
9. Suggestions or Items for Discussion by the Board
10. Confirmation of Proposed Meeting Dates for 2015-16
11. PEAB Satisfaction Question (distributed each meeting)
12. Adjournment

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The PEAB meeting of May 15, 2015, was chaired by Ron Spanjer.

1. Welcome and Introductions

   Members introduced themselves.
2. Approval of February 19, 2015 Minutes

**MOTION:** It was moved by Diane Kirchner-Scott and seconded by Kevin Kaemingk to approve the February 19, 2015, minutes as submitted. Motion passed unanimously.

3. Program Assessments (*Bergitte Olsen*)

Bergitte Olsen worked on the Educational Administration Program assessment projects during this past year. Survey Monkey was used to administer the surveys. All of the assessment was based on the ISLLIC standards. Next year, we will have students under ISLLIC standards and new students under the PESB standards. Bergitte presented program assessment reports to the PEAB. Hard copies were distributed to the PEAB members. These reports will be sent out again with the minutes.

- Follow-up Assessment of 2013-14 First-Year Administrators (Principal)
- Follow-up Assessment of 2012-13 Third-Year Administrators (Principal)
- Formative Assessment of 2012-13 Interns (Principal)

Bergitte was thanked for all of her work in summarizing the surveys.

It was noted that the response rate is low. How can we get more responses better than 25%? Would a phone survey work better by contacting the people directly? The issue with a phone survey it would not be anonymous to the person calling, but the report could be anonymous. Bergitte noted that she can determine who has not responded to the survey (but not the person’s name) in Survey Monkey, and she sends out reminder emails. She said the email comes from Survey Monkey, so it could be going into spam or junk mail. The survey would have to be either via phone or via Survey Monkey because you can’t see the person’s name in Survey Monkey so you can’t call them to remind them to take the survey. The return from the intern survey has a higher “n” so we have confidence in that survey. Don said we track the data over time, and we don’t see categories change substantially. Don Larsen noted that despite the low response, we do see trends and that Ethical Leader always comes out as the number one strength. It would be advantageous to look at. Don noted that since TPEP has become so large and overarching to the role of the principal and now the superintendent, it has moved our profession into a whole new place. Whereas, before TPEP those of us who had been in the role of principal and superintendent could easily talk about the skills needed to be an administrator. The EDAD program relies much more extensively than even three or four years ago, on the practitioners in the field who are using TPEP. This spring we have three people teaching supervision in Tacoma, Bremerton, and Bellingham who are all in principal roles or have been a principal. The practitioner is going to bring a better understanding of the skill set required for TPEP. Extensive discussion ensued regarding TPEP, assessment, and survey data.
4. Intern Portfolio Presentations (540 Hour Internship)

Wayne Robertson introduced the four program completers.

The four students spoke about their intern portfolios to the PEAB: Lori Knudson, Director of Curriculum and Professional Development, Mt. Vernon, (Superintendent Program); Jeff Brown, Director of Special Services, Burlington-Edison School District (Superintendent Program); Susan Cotton, Principal, Lakewood Elementary, Marysville School District (Principal Program); and Monday Galbreath, Assistant Vice Principal, Tacoma School District (Principal Program).

5. School Improvement Symposia Pilot Project - Arlington/Marysville School Districts (Joseph Hunter)

The Leading Schools: WWU Summer Seminars for the school districts will be August 10, 11, 12, 2015 (2.5 days).

The keynote speaker for August 10 will be Dr. Joseph Murphy, who has a long history as a nationally respected expert in educational administration largely because of his work on standards for principal preparation programs. He also has a long history in administration at the classroom level, building level, district and state level of leadership. He will be talking about developing teacher leadership, moving into principal leadership, school improvement initiatives, and systems integration. The pilot project started late in January so the school districts will follow-up next year on implementation of their planning this year. We are doing data collection of evaluation data in Survey Monkey. This data will be used after the August event to meet with decision makers and the funding donor to see if this pilot project can be funded for three years or longer. If the funding is available, we hope to bring on more school districts. There are eight teacher leadership participants from the two school districts. Joseph has met with them a number of times. The project funded training for seven of the TOSA students from Marysville and Arlington. This project is nurturing future leaders.

6. Program Reports/Recruitment

   a. Principal Program (Don Larsen)

We are now at four sites: Bellingham, Bremerton, Seattle and Tacoma. We have to recruit regularly now. As in years past, this year we sent out recruitment letters to administrators, and included a recruitment card. Warren Aller follows up on the returned cards and makes the contacts. Paul Apostle has joined our faculty, and we hope to bring him on half—time next year. Paul retired as Assistant Superintendent of HR in Seattle. Through Paul, we have met with Dick Cvitanich,
Superintendent of the Olympia School District. We presented in Olympia, and we had 55 people from the Olympia School District attend. We had 18 people who responded they are interested in either the Principal Program and/or the TOSA program. We see this as an opportunity to continue to grow our program.

In the principal program, we have 26 people completing their internship this quarter. Several already have positions, or are currently interviewing for administrator positions.

Don reviewed the enrollment report (available at end of the minutes).

b. Superintendent Program (Wayne Robertson)

We have four students completing the program, and we have three more going through the application process. We currently expect eight students in the program in the fall. With our conversations with Olympia, Pierce County and South King County, we may have more. Wayne will be meeting with the four program completers’ superintendents for the signing off on their portfolios and their internship. Once that is all completed, Kimberly submits paperwork to the Woodring Certification Office and they are certified as Superintendents through OSPI.

c. Teacher Leader (Warren Aller)

The TOSA program has been universally accepted with enthusiasm. In Olympia, thirteen are interested in going through the principal program, and five are interested in the TOSA program only. Warren projected the five TOSAs will continue on in the principal program. The Educational Administration TOSA program will continue to grow.

Diane Kirshner-Scott noted that having four candidates in the formal EDAD TOSA program (three courses) has really met an organizational need for the Arlington School District. Western provides a training stipend for two of the students for one third of the tuition, the school district pays 1/3, and the candidate pays 1/3. For the other two students, the school district is funding 2/3, and the candidate 1/3. The economic support is a huge incentive.

Joseph Hunter noted that the university leadership has had conversations about how do we approach donors to provide funding for long-term endowments for EDAD scholarships to provide incentive. We won’t be able to fund the full program tuition, but could provide an incentive to start the program.

Ron Spanjer said that he feels that school districts would step up and sponsor candidates in the teacher leader arena. The opportunity that we have in this program is untapped in making the continuum from TOSA to the Principal
Program more concrete. Candidates have a leg up if they come into the administrative arena with not just principal internship experience, but also with teacher leadership experience.

Diane Kirshner-Scott said that the Arlington School District’s five recent new hires as assistant principals were all in teacher leadership positions.

7. **2014-15 List of Adjuncts (Don Larsen)**

A list of this year’s EDAD adjuncts was provided to the PEAB. Don Larsen noted that we never have a site that only has adjunct instructors. We are careful about the adjuncts we recruit because we want to make sure the program quality and consistency is at every site. It was noted that several instructors are graduates from our principal or superintendent program.

8. **Items from the Board**

There were none.

9. **Election of PEAB Chair for 2015-16**

**MOTION**: Warren Aller nominated Ron Spanjer to serve as PEAB Chair again next year and Joseph Hunter seconded the motion. Motion passed unanimously.

10. **PEAB Membership/Willingness to Continue to Serve on PEAB**

All members were polled and are willing to continue to serve with the exception of Crystal Knight (AWSP) who is retiring. We will seek to replace her prior to next year.

11. **Confirmation of Remaining Meeting Dates for 2015-16**

- Thursday, October 15, 2015
- Thursday, February 18, 2016
- Friday, May 13, 2016 (morning meeting followed by afternoon student portfolio presentations)

**MOTION**: It was moved by Leslie Harrington and seconded by Diane Kirchner-Scott to approve the proposed dates. Motion passed unanimously.

10. **PEAB Satisfaction Question** (distributed each meeting)

“Were you satisfied with the amount of actionable data (relevant, timely, and important) that was provided by the program at this meeting?”
The data (the average of the attending voting members’ scores) is incorporated into our annual PEAB report at the end of the year.

11. Adjournment

**MOTION:** It was moved by Warren Aller and seconded by Kevin Kaemingk that the meeting be adjourned. Motion passed unanimously.

*Respectfully submitted,*

*Kimberly Caulfield*
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**Enrollment - History & Projections**

**SITE**

**Educational Administration**

(updated 5.12.15)